Montana Department of Transportation

Fuel Tax Management and Analysis Bureau

Motor Fuels Licensing/Reporting Guidelines

November 2004

ANSI ASC X12 V.4030 – Version 1.0

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References

FTMA

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Phone: (406) 444-7276
Email: mdtedi@state.mt.us
World Wide Web site: www.mdt.state.mt.us

Montana Codes Annotated

World Wide Web site:
http://data.opi.state.mt.us/bills/mca_toc/index.htm

ASC X12

The Accredited Standards Committee
Subcommittee - X12G – Government
Task Group 2 (X12G/TG2)
Tax Information Interchange Development
TIGERS
World Wide Web site: http://www.x12.org

ASC X12 Standards Manual

Publications Manager, Publications Department
Data Interchange Standards Association (DISA)
333 John Carlyle Street, Suite 600, Alexandria, VA 22314
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E-mail: publications@disa.org
World Wide Web site: http://www.disa.org

W3C XML Standards

World Wide Web Consortium
World Wide Web site: http://www.w3.org/

FTA Uniformity Guide

Motor Fuel Tax Section, Uniformity Project
Federation of Tax Administrators (FTA)
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Contact: Cindy Anders-Robb
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Chapter 1 - Introduction

The Montana Department of Transportation (MDT) collects all state taxes on motor fuel distributed within the state, resulting in generation of approximately $180 million annually in total revenue. Most of this revenue provides the state match for federal highway special revenue funds; the remainder is used by various state agencies for transportation-related improvements within the state and to fund MDT.

MDT has adopted the Federation of Tax Administrators (FTA), Motor Fuels Tax Section, Uniformity Project standards. These standards define the methods for reporting information on the movement and distribution of motor fuels. These guides can be found at http://www.taxadmin.org/fta/mf/uniformity.html. These methods have made it easier for the motor fuels industry to accurately report and for the states to efficiently process information and taxes.

Montana's point of taxation for gasoline and special fuel is at the distributor level.
Licensed distributors report their fuel activity using FTA Uniform forms. Montana's reporting forms are available at http://www.mdt.state.mt.us/fuel_tax.

There are three ways to report to Montana:

1. ANSII X12 Electronic File format;
2. WEB entry screens;
3. Paper forms (MDT Forms only).

Montana's Fuel Definitions

Aviation Fuel: means gasoline or any other liquid fuel by whatever name the liquid fuel may be known or sold, compounded for use in and sold for use in aircraft, including but not limited to any and all gasoline or liquid fuel meeting or exceeding the minimum specifications prescribed by the United States for use by its military forces in aircraft.

Special Fuel: Those combustible gases and liquids commonly referred to as diesel fuel or any other volatile liquid of less than 46 degrees A.P.I. gravity test, except lpg, when actually sold for use in motor vehicles operating upon the public roads and highways within the state of Montana. The term "special fuel" includes bio-diesel and additives of all types when the additive is mixed or blended into special fuel, regardless of the additive's classifications or uses.

Gasoline: includes (i) all petroleum products commonly or commercially known or sold as gasoline, including casing head gasoline, natural gasoline, aviation fuel, and all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating internal combustion engines; and (ii) except for alcohol blended into gasohol, any other type of additive when the additive is mixed or blended into gasoline, regardless of the additive's classifications or uses.

Gasohol: means a fuel blend containing at least 10% alcohol, with the balance being gasoline and other additives. Gasohol is also known as "E-10".

Fuel Type	Tax Rate	Tax Rate For Licensed Distributors	Montana Petroleum Storage Cleanup Fee	Exemption Information
Gasoline Gasohol	.27	.2673 (.27 less the 1% collection allowance)	.0075	Exempt from tax and cleanup fee if exported or sold to another licensed distributor.
Aviation	.04	.04	.0075	Exempt from tax and cleanup fee if exported or sold to another licensed distributor. Jet fuel sold directly to the federal defense fuel supply center is exempt from 4-cent tax and the cleanup fee.
Diesel- undyed	.2775	.2747 (.2775 less the 1% collection allowance)	.0075	Exempt from tax and cleanup fee if exported or sold to another licensed distributor. Exempt from cleanup fee if sold to a federal defense fuel supply center or a railroad.
Diesel - dyed	-0-	-0-	.0075	Exempt from cleanup fee if exported or sold to another licensed distributor. Exempt from cleanup fee if sold to a federal defense fuel supply center or a railroad.

Chapter 2 – Gasoline/Special Fuel Distributor License

Who is required to be licensed?

Montana requires the following entities to hold a Gasoline/Special Fuel Distributor License:

- a person who engages in the business in this state of producing, refining, manufacturing, or compounding gasoline or special fuel for sale, use, or distribution;
- a person who imports gasoline or special fuel into Montana for sale, use, or distribution.

Who may choose to be licensed?

A person who engages in the wholesale distribution of gasoline and/or special fuel in this state to assume the Montana State fuel tax liability. The term "wholesale distribution" does not include a parent corporation or company that sells gasoline, special fuel, or aviation fuel only to its wholly owned subsidiary service stations. Montana ARM 18.9.108

A person who exports fuel to another state or province to exempt the fuel from the Montana State fuel tax.

Getting Licensed

Distributor license forms are available on the Internet at http://www.mdt.state.mt.us/fuel_tax

Forms needed are:

- Application for Gasoline/Special Fuel Distributor License
- Surety Bond-Gasoline/Special Fuel Distributor License
- A distributor who chooses to become licensed under the wholesaler option must also submit the Supplemental-Application for Gasoline/Special Fuel Distributor License.

All application and bond forms must be filled out completely.

What are Montana's Bonding requirements?

Minimum bonding amount for distributors licensed under the importer and/or exporter option is $25,000.00 or twice the monthly estimated tax liability, whichever is greater, up to $100,000.00.

Minimum bond requirement for all other distributors is twice the monthly estimated tax liability up to $100,000.00.

Who is required to report?

All Montana licensed Gasoline/Special fuel distributors must file a report regardless of their fuel activity. Cancellation of the distributor license must be made in writing.

What is the due date for the tax report?

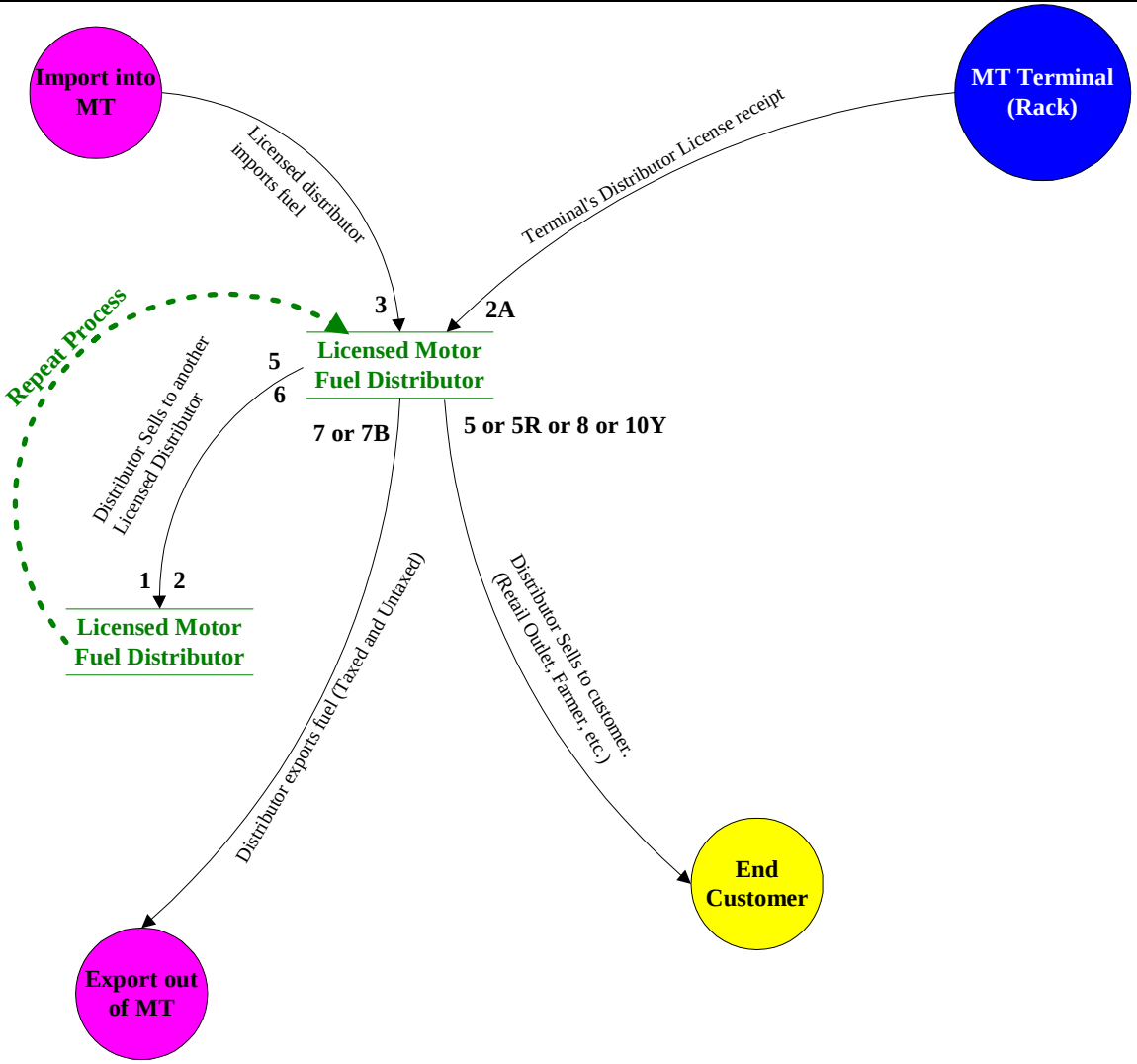
Tax reports for the preceding month are due and need to be postmarked by the 25th of the month except when the 25th falls on a weekend or holiday. When this happens, the due date becomes the next business day after the 25th. For example, September 2003 report were be due and had to be postmarked on or before October 27, 2003. You are required to file a report regardless if you have had any fuel activity or not.

Montana Gasoline/Special Fuel Distributors monthly paper reporting forms are available on the Internet at http://www.mdt.state.mt.us/fuel_tax. All information on the schedules is required.

Incentive to pay electronically:

Montana offers electronic tax payments made either by ACH Credit or ACH Debit. If you pay your taxes by one of these methods, the due date for the tax payment is 5 days after the 25th. When that 5th day falls on a weekend or holiday, the due date becomes the first business day after that 5th day. The due date for the tax report remains the same regardless of how payment of tax is made.

Chapter 3 - Reporting Flow



Schedule of Receipts

1 Gallons received tax paid.
2 Gallons received from licensed motor fuel distributor tax unpaid.
2A Gallons received from distributors own refinery or terminal tax unpaid.
3 Gallons imported from another state direct to customer.

Schedule of Disbursements

5 Gallons delivered tax collected.
5R Gallons delivered to Native American reservation tax collected.
6 Gallons delivered to licensed motor fuel distributor - tax not collected
7 Gallons exported - tax not collected.
7B Gallons exported or sold for export already taxed.
8 Gallons delivered to US Government - tax exempt.
10Y Gallons delivered tax exempt to railroad.

Product:

065 Gasoline
123 Alcohol
124 Gasohol
125 Aviation Gasoline
130 Jet Fuel (includes JP4 & JP8)
142 Kerosene - undyed
072 Kerosene - dye added
160 Diesel Fuel - undyed
228 Diesel Fuel - dye added
284 Biodiesel - undyed
290 Biodiesel - Dye Added

Chapter 4 - Schedule Descriptions

The tax on motor fuel in Montana is owed when the fuel has been distributed. This means that when the fuel is withdrawn from the terminal or refinery by means other than pipeline for use or sale in the state. The fuel must be withdrawn by a licensed distributor. Tax is due on the fuel when the distributor sells the fuel to an unlicensed party, places the fuel into storage tanks or the fuel arrives in the state and is brought to rest (such as in a railcar to be offloaded in trucks or vehicles).

Receipts

Schedule 1 – Gallons received tax paid. A Montana licensed motor fuels distributor reports a schedule 1 when receiving tax paid fuel from another Montana licensed motor fuels distributor or terminal.

Schedule 2 – Gallons received from licensed motor fuel distributor tax unpaid. A Montana licensed motor fuels distributor reports a schedule 2 when receiving motor fuel with Montana taxes **not** paid from another licensed distributor or a terminal. If the fuel is placed in the receiving distributor's bulk storage or delivered to a non-licensed distributor, the tax is owed by the receiving distributor.

Schedule 2A – Gallons received from distributors own refinery or terminal tax unpaid. A Montana licensed motor fuels distributor who owns a refinery or terminal reports a schedule 2A on their motor fuels distributor return when they withdraw fuel from the refinery or terminal.

Schedule 3 – Gallons imported from another state direct to customer. A licensed distributor reports a schedule 3 when importing fuel from another state or Canada.

Disbursements

Schedule 5 – Gallons delivered tax collected. A Montana licensed distributor reports a schedule 5 when delivering fuel tax paid. The distributor does not report tax paid disbursements from their own bulk storage.

Schedule 5R – Gallons delivered to Native American reservation tax collected. A Montana licensed distributor reports schedule 5R for all tax paid fuel delivered on a Native American reservation.

Schedule 6 – Gallons delivered to licensed motor fuel distributor - tax not collected. A Montana licensed motor fuel distributor reports a schedule 6 when they deliver the fuel to another licensed distributor without collecting the Montana Tax.

Schedule 7 – Gallons Exported – tax not collected. A Montana licensed motor fuel distributor reports a schedule 7 when they pick up a load of fuel originating at a Montana terminal and export it to another state or province. This information will be reported to the destination state or province by Montana.

Schedule 7B – Gallons exported or sold for export already taxed. A Montana licensed motor fuel distributor reports a schedule 7B when they export fuel from a storage facility in Montana and Montana taxes were paid. The clean up fee is not credited on this fuel. This information will be reported to the destination state or province by Montana.

Schedule 8 – Gallons delivered to US Government – tax exempt. This applies to jet fuel and diesel fuel only. A licensed distributor reports a schedule 8 when the jet fuel and/or diesel fuel is delivered and sold to the Federal Defense Fuel Supply Center in Montana. Clear diesel fuel is exempt from cleanup fee only. Jet fuel and dyed diesel are exempt from both tax and cleanup fee.

Schedule 10Y – Gallons delivered tax exempt to railroads. (Cleanup Fee Only) This applies to diesel fuel only. A licensed distributor uses a schedule 10Y when delivering clear or dyed diesel fuel to the railroads.

Carrier Deliveries

Schedule 14A - Carrier deliveries in another state or province (export). A carrier uses schedule 14A to report fuel delivered to another state or province. This shows all fuel exported from Montana.

Schedule 14B - Carrier deliveries received from another state or province (import). A carrier uses schedule 14B to report fuel hauled from another state or province into Montana. This shows all fuel imported into Montana.

Chapter 5 –Reporting Methods

ANSII X12 Electronic Reporting Format

X12 Attribute and Separator Conventions

Attributes

Attribute	Definition	
Data Element Type	Nn – Numeric	Numeric type data element is symbolized by the two-position representation (Nn). N indicates a numeric, and n indicates the decimal places to the right of a fixed, implied decimal point. N0 (N Zero) is a numeric with no decimal places.
	R – Decimal (Real)	The decimal point is optional for integer values, but is required for fractional values. For negative values, the leading minus (-) sign is used. Absence of this sign indicates a positive value. The plus (+) sign should not be transmitted.
	ID – Identifier	An identifier data element must always contain a value from a predefined list of values that is maintained by ASC X12 or by other bodies that are recognized by ASC X12.
	AN – String	A string (Alphanumeric) is a sequence of any characters from the basic or extended character sets. It must contain at least one non-space character. The significant characters must be left justified. Leading spaces, if any, are assumed to be significant. Trailing spaces should be suppressed.
	DT – Date	Format for the date type is CCYYMMDD. CC is the century digits of the year (ex. 19, 20). YY is the last two digits of the year (00-99), MM is the numeric value of the month (01-12), and DD for the day (01-31).
	TM – Time	Format for the time type is HHMMSS, expressed in 24-hour clock format. HH is the numeric value for hour (00-23), MM for minute (00-59), and SS for second (00-59).
Requirement Designator	Defines how the data element is used in a segment. M Mandatory data element - This element is required to appear in the segment. O Optional data element - The appearance of this data element is at the option of the sending party or is based on a mutual agreement of the interchange parties. X Relational data element - Relational conditions may exist between two or more data elements. If one is present the other/s is required. The relational condition is displayed under the Syntax Noted of the X12 Standards.	
Data Element Length	The number of character positions assigned to a data element. Example: Data element length of 2/10. You must have at least 2 characters but no more than 10 characters for this element (minimum of 2/ maximum of 10).	
Semantic Note Designator	Z – Designator	A data element within a segment may have a designator (Z) that indicates the existence of a semantic note. Semantic notes are considered part of the standard. If a condition designator and a semantic note both affect a single data element, the condition will appear first, separated from the semantic note designator by a vertical bar (|). The number 00 to the left of the comment identifies semantic notes that are general in nature.

Separator Requirements

Type	ASCII Value	EBCDIC Value	Character	Character Name
Repetition Separator	7C	4F	|	Pipe
Segment Terminator	5C	E0	\	Back Slash
Element Separator	7E	A1	~	Tilde
Sub-element Separator	5E	5F	^	Caret
Padding Character	20	40	Space	Space

X12 Transaction Set 813 EDI Reporting Structure

Definitions: Grayed out information is not used by Montana

Table1

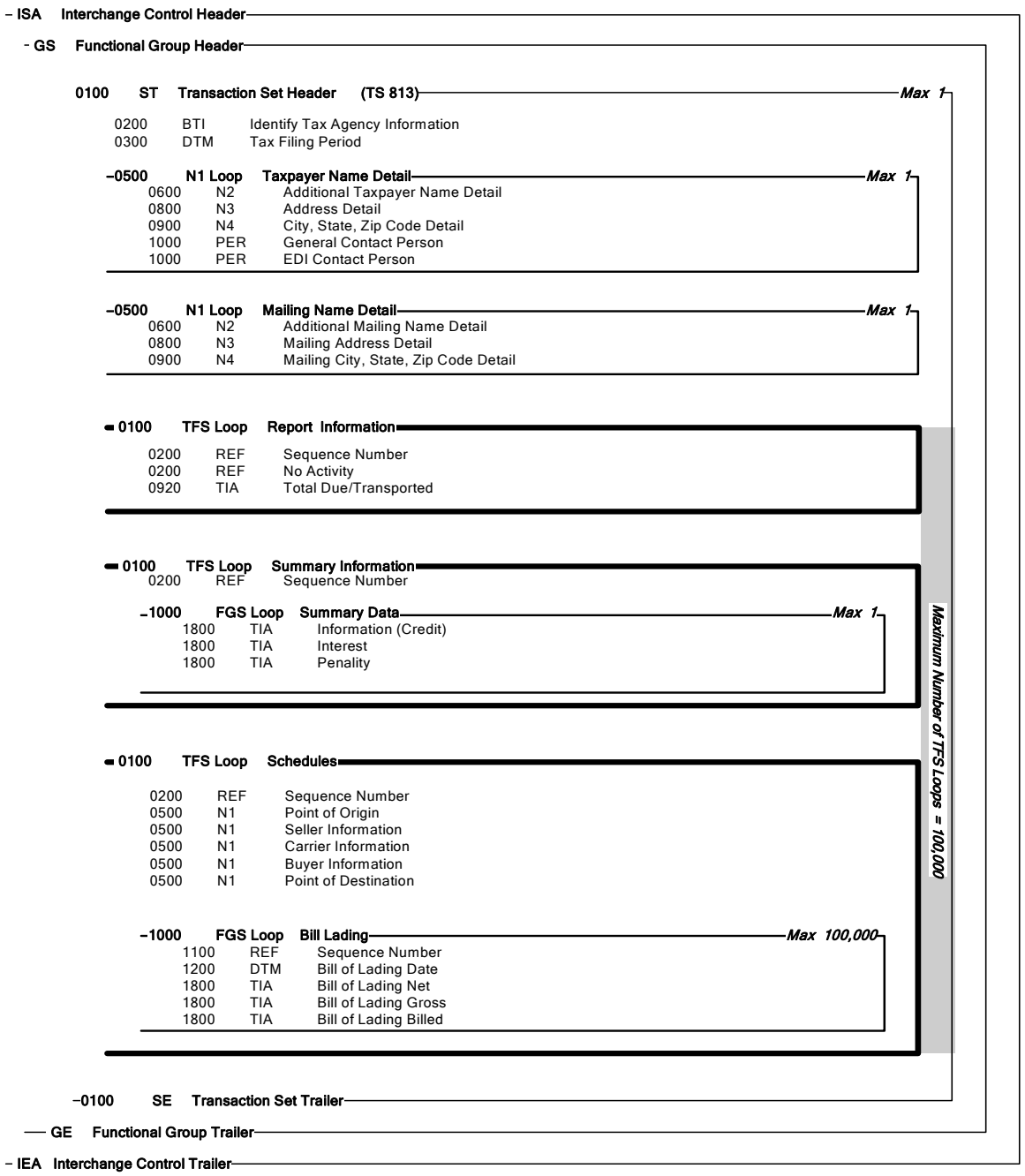
Pos No	Uniform 813 Map	Header
0100	**ST**	Transaction Set Header
0200	**BTI**	Identify Tax Agency Information
0300	**DTM**	Tax Filing Period
0400	**TIA**	Confidential Information
0400	**TIA**	Total Net Reported
0430	**REF**	Line Item Control Number
0470	**BPR**	Payment Information
0500	**N1**	Taxpayer Name Detail
0600	**N2**	Additional Taxpayer Name Detail
0800	**N3**	Address Detail
0900	**N4**	City, State, Zip Code Detail
1000	**PER**	General Contact Person
1000	**PER**	EDI Contact Person
0500	**N1**	Mailing Name Detail
0600	**N2**	Additional Mailing Name Detail
0800	**N3**	Mailing Address Detail
0900	**N4**	Mailing City State Zip Code Detail

Pos No	Uniform 813 Map	Report	SUM	SCH
0100	**TFS**	Report	Summary Information	Schedules
0200	**REF**	Relationship to the Transaction	Relationship to the Transaction	Relationship to the Transaction
0200	**REF**	Sequence Number	Sequence Number	Sequence Number
0200	**REF**	No Activity		
0300	**DTM**	Sold/Purchase Date		
0300	**DTM**	Ending Inventory Date		
0500	**N1**			Point of Origin
0500	**N1**			Seller Information
0500	**N1**			Position Holder Information / Delivering Exchange Party
0500	**N1**			Receiving Exchange Party Information
0500	**N1**			Person Hiring Carrier (Consignor)
0500	**N1**			Carrier Information
0500	**N1**			Buyer/Consignee Information
0500	**N1**			Point of Destination
0920	**TIA**	Total Due/Transported		
1000	**FGS**	Physical Inventory by Product	Summary Data	Bill of Lading
1100	**REF**	Sequence Number	Sequence Number	Sequence Number
1200	**DTM**			Bill of Lading Date
1800	**TIA**	Physical Inventory	Information	Bill of Lading Net
1800	**TIA**		Interest	Bill of Lading Gross
1800	**TIA**		Penalty	Bill of Lading Billed

Table 3

Pos No	Uniform 813 Map	Trailer
0100	**SE**	Transaction Set Trailer

Montana X12 813 Map Flow



X12 813 EDI Map

Key:	
Not Used	Not used: no data to transmit
Not Used	Not used by MDT
Syntax Notes	Note: Notes defined by X.12 Standards
MDT Notes	Note: Notes defined by MDT

Interchange Control Header Description

Interchange Segment								(Required)
Element ID	Elem Ref #	Sub-Ele Ref#	Field Status	Field Name	Field Type	Length Min.	Length Max.	Field Description
ISA01	I01		M	Authorization Information Qualifier	ID	2	2	"03"
ISA02	I02		M	Authorization Information	AN	10	10	"MDT813MF32"
ISA03	I03		M	Security Information Qualifier	ID	2	2	"00"
ISA04	I04		M	Security Information	AN	10	10	"0000000000"
ISA05	I05		M	Interchange ID Qualifier	ID	2	2	"ZZ"
ISA06	I06		M	Interchange Sender ID	AN	15	15	Identification Code determined by sender and agreed upon by MDT.
ISA07	I05		M	Interchange ID Qualifier	ID	2	2	"ZZ"
ISA08	I07		M	Interchange Receiver ID	AN	15	15	"MONTANADOT "
ISA09	I08		M	Interchange Date	DT	6	6	"YYMMDD" = Date Of The Interchange
ISA10	I09		M	Interchange Time	TM	4	4	"HHMM" = Time Of The Interchange
ISA11	I65		M	Repetition Separator		1	1	"|" = EBCDIC - 4F HEX ASCII - 7C HEX
ISA12	I11		M	Interchange Control Version Number	ID	5	5	"00403"
ISA13	I12		M	Interchange Control Number	N0	9	9	The interchange control number uniquely identifies the interchange data to the sender. The sender assigns this number.
ISA14	I13		M	Acknowledgment Requested	ID	1	1	"0" = No Acknowledgment Required
ISA15	I14		M	Usage Indicator	ID	1	1	"P" = Production Data "T" = Test Data
ISA16	I15		M	Component Sub-Element Separator		1	1	"^" = EBCDIC – 5F HEX ASCII – 5E HEX
ISA~03~MDT813MF32~00~0000000000~ZZ~0123456789 ~ZZ~MONTANADOT ~030125~0500~|~00403~000000001~0~P~^								
Syntax Notes:	**None**							
MDT Note:	**ISA09 does not include the century based on the ANSI ASC X12 Standard.**							

Functional Group Header Description

Functional Group Segment								**(Required)**
Element ID	**Elem. Ref #**	**Sub-Ele Ref#**	**Field Status**	**Field Name**	**Field Type**	**Length**		**Field Description**
						Min.	**Max.**	
GS01	479		M	Functional Identifier Code	ID	2	2	"TF" for 813 Transaction Set
GS02	142		M	Application Sender's Code	AN	2	15	Code identifying party sending transmission. Code assigned by sender and agreed to by MDT. Same as ISA06.
GS03	124		M	Application Receiver's Code	AN	2	15	"MDT-MF32"
GS04	373		M/Z	Date	DT	8	8	"CCYYMMDD" = Date
GS05	337		M/Z	Time	TM	4	8	"HHMMSSDD" = Time
GS06	28		M/Z	Group Control Number	N0	1	9	Assigned number originated and maintained by the sender.
GS07	455		M	Responsible Agency Code	ID	1	2	"X" = ASC X12
GS08	480		M	Version/ Release / Industry Identifier Code	AN	1	12	"004030"
GS~TF~0123456789~MDT-MF32~20030123~0930~0001~X~004030								
Syntax Notes:		**None**						
MDT Note:		**None**						

Transaction Set Header Description

Beginning of Transaction Set Header Segment								**(Required)** **Pos. No. 0100**
Element ID	**Elem Ref #**	**Sub-Ele Ref #**	**Field Status**	**Field Name**	**Field Type**	**Length**		**Field Description**
						Min	**Max**	
ST01	143		M	Transaction Set Code	ID	3	3	"813"
ST02	329		M	Transaction Set Control Number	AN	4	9	Filer defined unique control number (Same value as SE02)
ST03	1705		O/Z	Implementation Convention Reference	AN	1	5	Version of taxing authority's implementation guide.
ST~813~10001~00001								
Syntax Notes:		**None**						
MDT Note:		**ST03 is used to determine which implementation guide the trading partner is using. This is important when multiple versions of the guide exist.**						

Identify Tax Agency Information Begin Tax Information Segment								**(Required)** **Pos. No. 0200**
Element ID	**Elem Ref #**	**Sub-Ele Ref #**	**Field Status**	**Field Name**	**Field Type**	**Length**		**Field Description**
						Min	**Max**	
BTI01	128		M	Reference Number Qualifier	ID	2	2	"T6"
BTI02	127		M	Reference Number	AN	3	3	"050"
BTI03	66		M	ID Code Qualifier	ID	2	2	"47"
BTI04	67		M	ID Code	AN	2	20	"MDT"
BTI05	373		O	Transaction Create Date	DT	8	8	"CCYYMMDD" = Transmission Date
BTI06	818		O	Name Control ID	AN	4	4	First 4 positions of Taxpayer's Legal Business Name. If business name is less than 4 characters, left justify name control and pad with "*".
BTI07	66		X	ID Code Qualifier	ID	2	2	"24" = FEIN - Federal Employer Identification Number "34" = SSN - Social Security Number
BTI08	67		X	ID Code	AN	9	18	Taxpayer's FEIN or SSN
BTI09	66		X	ID Code Qualifier	ID	2	2	"49"
BTI10	67		X	ID Code	AN	2	20	Montana License Number
BTI11	66		X	ID Code Qualifier	ID	2	2	"48" = IRS Electronic Filer ID Number
BTI12	67		X	ID Code	AN	9	15	637 Permit Number

BTI13	353		O	Transaction Set Purpose Code	ID	2	2	Original Filing Options: "00" = Original "05" = Replace
BTI14	640		O	Transaction Type Code	ID	2	2	Amended Filing Options: "CO" = Corrected "6S" = Supplemental

BTI~T6~050~47~MDT~20030125~ABCD~24~516999988~49~123456~~~00

Syntax Notes: **If either BTI07 or BTI08 is present, then the other is required.**
If either BTI09 or BTI10 is present, then the other is required.

MDT Notes:

BTI07 must be the FEIN if the taxpayer has one. Submit a SSN only for sole proprietorships that have not been issued a FEIN.

Elements BTI11 and BTI12 are not used by Montana.

The application of BTI13 and BTI14 are as follows: BTI13 should be used when the taxpayer transmits their initial return (BTI13 should be used without BTI14); BTI14 should be used when the taxpayer transmits modifications (BTI14 should be used without BTI13). This is a recommendation of the Motor Fuel Uniformity Committee, not a requirement of X12. Further clarification of these elements is located below.

Element	Application
BTI13 [Initial Return]	
"00" = Original	**Use "Original" when first attempt to transmit your return to the department, no matter if the Department receives your return.**
"05" = Replace	**Use "Replace" when replacing the entire original submission prior to the return due date.**
BTI14 [Amended Return]	
"CO" = Corrected	**Use "Corrected" when correcting or adjusting originally submitted data after the return due date.**
"6S" = Supplemental	**Use "Supplemental" when transmitting new or additional data not included in original or amended return after the return due date.**

Tax Filing Period **(Required)**
Date/Time Reference Segment **Pos. No. 0300**

Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
DTM01	374		M	Date/Time Qualifier	ID	3	3	"194"
DTM02	373		X	Date	DT	8	8	"CCYYMMDD" = Tax Filing Period End
DTM03 and DTM04 are not used.								
DTM05	1250		X	Date Time Period Format Qualifier	ID	3	3	"RD8" = Range of Dates
DTM06	1251		X	Date Time Period	AN	17	17	"CCYYMMDD-CCYYMMDD" = Tax Filing Period Beginning and Ending Dates.

DTM~194~20021225

Syntax Notes: **DTM02 is required.**

MDT Notes: **Elements DTM05 and DTM06 are not used by Montana.**

Confidential Data
Tax Information and Amount Segment **Pos. No. 0400**

Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
TIA01	817		M	Tax Information Code	AN	4	4	"5010" = Confidential Information
TIA02 is not used.								
TIA03	449		X	Fixed Format Information	AN	1	5	User defined: Example: "6103" = IRS 6103B Tax data.

TIA~5010~~6103

Syntax Notes: **TIA03 is required.**

MDT Notes: **This segment is not used by Montana**

Total Net Reported **Tax Information and Amount Segment**								**Pos. No. 0400**
Element ID	**Elem Ref #**	**Sub-Ele Ref #**	**Field Status**	**Field Name**	**Field Type**	**Length**		**Field Description**
						Min	**Max**	
TIA01	817		M	Tax Information Code	AN	4	4	"5001" = Total Net Reported
TIA02 and TIA03 are not used.								
TIA04	380		X	Quantity	R	1	15	Total Number of Net Gallons in Tax Filing
TIA05	355		M	Unit of Measurement Code	ID	2	2	"GA" = Gallons
TIA~5001~~~1000000~GA								
Syntax Notes:	**TIA04& TIA05 are required.**							
MDT Notes:	**This segment is not used by Montana.**							

Line Item Control Number **Reference Number Segment**								**Pos. No. 0430**
Element ID	**Elem Ref #**	**Sub-Ele Ref #**	**Field Status**	**Field Name**	**Field Type**	**Length**		**Field Description**
						Min	**Max**	
REF01	128		M	Reference Identification Qualifier	ID	2	2	"FJ" = Line Item Control Number
REF02	127		X	Reference Identification	AN	1	7	Control Number
REF03	352		X	Description	AN	1	5	Error response code
REF~FJ~0001234								
Syntax Notes:	**At least one of REF02 or REF03 is required.**							
MDT Note:	**This segment is not used by Montana.**							

Payment Order Remittance Advice **Beginning Segment**								**(Optional)** **Pos. No. 0470**
Element ID	**Elem Ref #**	**Sub-Ele Ref #**	**Field Status**	**Field Name**	**Field Type**	**Length**		**Field Description**
						Min	**Max**	
BPR01	305		M	Transaction Handling Code	ID	1	2	"S" = Single Debit Authorization "P" = Pre-notification
BPR02	782		M	Monetary Amount	R	1	18	Amount of tax payment
BPR03	478		M	Credit/Debit Flag Code	ID	1	1	"D" = Debit
BPR04	591		M	Payment Method Code	ID	3	3	'ACH" = Automated Clearing House
BPR05	812		M	Payment Format Code	ID	3	3	"CCD" = Cash Concentration/Disbursement "CCP" = Cash Concentration/Disbursement plus Addenda (CCD+)
BPR06 through BPR11 are not inserted by the taxpayer. They are on file with the party that creates the ACH Debit transaction. The taxpayer transmits empty fields for these elements.								
BPR06	506		X/Z	(ODFI) ID Number Qualifier	ID	2	2	"01" = ABA Transit Routing Number and Check Digits.
BPR07	507		X	(ODFI) Identification Number	AN	3	12	State's Bank Routing and Transit Number
BPR08	569		O/Z	(ODFI) Account Number Qualifier	ID	1	3	"DA" = Demand Deposit "SG" = Savings
BPR09	508		X/Z	(ODFI) Account Number	AN	1	35	State's Bank Account Number to be Credited
BPR10	509		O	Originating Company Identifier	AN	10	10	State ID Example: Taxing Authority's DUNS Number
BPR11	510		O	Originating Company Supplemental Code	O	9	9	Code Identifying Fiscal Agent
BPR12	506		X/Z	(RDFI) ID Number Qualifier	ID	2	2	"01" = ABA Transit Routing Number and Check Digits
BPR13	507		X	(RDFI) Identification Number	AN	3	12	Taxpayer's Bank Routing and Transit Number
BPR14	569		O/Z	(RDFI) Account Number Qualifier	ID	1	3	"DA" = Demand Deposit "SG" = Savings
BPR15	508		X/Z	(RDFI) Account Number	AN	1	35	Taxpayer's Bank Accounted to be Debited
BPR16	373		O/Z	Date	DT	8	8	The intended payment effective date (CCYYMMDD)
BPR17	1048		O/Z	Business Function Code	ID	1	3	"TAX" = Tax Payment
BPR~S~500~D~ACH~CCD~~~~~~~~01~123456789~DA~987654321~20010325~TAX								
Syntax Notes:	**If either BPR06 or BPR07 is present, then the other is required. If BPR08 is present, then BPR09 is required. If either BPR12 or BPR13 is present, then the other is required. If BPR14 is present, then BPR15 is required.**							
MDT Notes:	**This segment is not used by Montana**							

Name Detail
Name Segment **Pos. No. 0500**

Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"TP"
N102	93		X	Name	AN	1	35	Taxpayer Name
N1~TP~ABC Distributing								
Syntax Notes:	**N102 is required.**							
MDT Note:	**This is the name of the business as licensed with Montana. The name of the business can not be changed through this Process. The name of the business must be changed through the licensing process.**							

Additional Taxpayer Name Detail
Additional Name Segment **Pos. No. 0600**

Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N201	93		M	Name	AN	1	35	Taxpayer Name
N202	93		O	Name	AN	1	35	Taxpayer Name
N2~ABC Trucking~ABC Station								
Syntax Notes:	**None**							
MDT Note:	**This is optional name information. It may include DBA if different than the name of the business licensed with Montana.**							

Address Detail
Address Information Segment **Pos. No. 0800**

Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N301	166		M	Address Information	AN	1	35	First Line Street Address
N302	166		O	Address Information	AN	1	35	Second Line Street Address
N3~123 C Street~PO Box 222								
Syntax Notes:	**None**							
MDT Note:	**This is the physical address of the business licensed with Montana.**							

City, State, Zip Code Detail
Location Geographic Segment **Pos. No. 0900**

Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N401	19		O	City Name	AN	2	30	Name of City
N402	156		O	State code or Province	ID	2	2	State or Province Abbreviation
N403	116		O	Postal (Zip) Code	ID	3	11	ZIP Code, ZIP Plus 4 Code or Foreign Postal code
N404	26		O	Country	ID	2	3	Country Abbreviation "USA" = United States "CAN" = Canada
N4~Helena~MT~59601-2222~USA								
Syntax Notes:	**None**							
MDT Note:	**This is the physical address of the business licensed with Montana.**							

General Contact Person **Administrative Communications Contact Segment**								**Pos. No. 1000**
Element ID	**Elem Ref #**	**Sub-Ele Ref #**	**Field Status**	**Field Name**	**Field Type**	**Length**		**Field Description**
						Min	**Max**	
PER01	366		M	Contact Function Code	ID	2	2	"CN"
PER02	93		O	Name	AN	1	35	Contact Name
PER03	365		X	Communications Number Qualifier	ID	2	2	"TE"
PER04	364		X	Communications Number	AN	10	14	Voice Telephone Number
PER05	365		X	Communications Number Qualifier	ID	2	2	"FX"
PER06	364		X	Communications Number	AN	10	10	FAX Number
PER07	365		X	Communications Number Qualifier	ID	2	2	"EM"
PER08	364		X	Communications Number	AN	1	80	E-mail Address
PER~CN~Allen Smith~TE~4069959988~FX~4069950329~EM~asmith@abc.com								
Syntax Notes:	**If either PER03 or PER04 is present, then the other is required.** **If either PER05 or PER06 is present, then the other is required.** **If either PER07 or PER08 is present, then the other is required.**							
MDT Note:	**The general contact is the person that is contacted about questions concerning the data in the return.**							

EDI Contact Person **Administrative Communications Contact Segment**								**Pos. No. 1000**
Element ID	**Elem Ref #**	**Sub-Ele Ref #**	**Field Status**	**Field Name**	**Field Type**	**Length**		**Field Description**
						Min	**Max**	
PER01	366		M	Contact Function Code	ID	2	2	"EA" = EDI Coordinator
PER02	93		O	Name	AN	1	35	Contact Name
PER03	365		X	Communications Number Qualifier	ID	2	2	"TE"
PER04	364		X	Communications Number	AN	10	14	Voice Telephone Number
PER05	365		X	Communications Number Qualifier	ID	2	2	"FX"
PER06	364		X	Communications Number	AN	10	10	FAX Number
PER07	365		X	Communications Number Qualifier	ID	2	2	"EM"
PER08	364		X	Communications Number	AN	1	80	E-mail Address
PER~EA~Bob Smith~TE~4061234567~FX~4061234568~EM~bsmith@abc.com								
Syntax Notes:	**If either PER03 or PER04 is present, then the other is required.** **If either PER05 or PER06 is present, then the other is required.** **If either PER07 or PER08 is present, then the other is required.**							
MDT Note:	**The EDI Contact is the person that is contacted about question concerning the electronic transfer of the return.**							

The following segments are required if the mailing address is different than the physical address.

Mailing Name Detail **Name Segment**								**Pos. No. 0500**
Element ID	**Elem Ref #**	**Sub-Ele Ref #**	**Field Status**	**Field Name**	**Field Type**	**Length**		**Field Description**
						Min	**Max**	
N101	98		M	Entity Identification Code	ID	2	2	"31"
N102	93		X	Name	AN	1	35	Mailing Name
N1~31~ABC Company								
Syntax Notes:	**N102 is required.**							
MDT Note:	**This is the company name where information is mailed pertaining to the Montana license being reported in the return.**							

Mailing Additional Name Detail Additional Name Segment								Pos. No. 0600
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N201	93		M	Name	AN	1	35	Mailing Name
N202	93		O	Name	AN	1	35	Mailing Name
N2~ABC Distributing~ABC Trucking								
Syntax Notes:	**None**							
MDT Note:	**This is optional name detail where information is mailed pertaining to the Montana license being reported in the return.**							

Mailing Address Detail Address Information Segment								Pos. No. 0800
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N301	166		M	Address Information	AN	1	35	First Line Street Address
N302	166		O	Address Information	AN	1	35	Second Line Street Address
N3~123 C Street~PO Box 222								
Syntax Notes:	**None**							
MDT Note:	**This is the mailing address where information is mailed pertaining to the Montana license being reported in the return.**							

Mailing City, State, Zip Code Detail Location Geographic Segment								Pos. No. 0900
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N401	19		O	City Name	AN	2	30	Name of City
N402	156		O	State code or Province	ID	2	2	State or Province Abbreviation
N403	116		O	Postal (Zip) Code	ID	3	11	ZIP Code, ZIP Plus 4 Code or Foreign Postal code
N404	26		O	Country	ID	2	3	Country Abbreviation “USA” = United States “CAN” = Canada
N4~Helena~MT~59601-2222~USA								
Syntax Notes:	**None**							
MDT Note:	**This is the mailing address where information is mailed pertaining to the Montana license being reported in the return.**							

End of Transaction Set Header

Transaction Set - Report Information

This TFS loop reports information on the type of report. Transaction detail is reported using the Summary and Schedule section of this map.

The TFS loop is repeated when reporting information for each report type. Repeat the FGS loop within the TFS loop for each product reported.

Beginning of Report
Tax Form Segment **Pos. No. 0100**

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
TFS01	128		M	Reference Identification Qualifier	ID	2	2	"T2" = Tax Form Code
TFS02	127		M	Reference Identification	AN	1	6	"SDR" = Distributor Report "CCR" = Carrier Report
TFS03 and TFS04 Are not used								
TFS05	66		X	ID Code Qualifier	ID	2	2	"TC" = IRS Terminal Code
TFS06	67		X	ID Code	AN	9	9	IRS Terminal Control Number (TCN)
TFS~T2~SDR								
Syntax Notes:	**If either TFS05 or TFS06 is present, then the other is required.**							
MDT Note:	**The TFS loop is used once when reporting information for a Montana Licensed motor fuels distributor. Repeat the FGS loop within the TFS loop for each product reported.** **TFS05 and TFS06 are not used by Montana.**							

Relationship to the Transaction Information
Reference Segment **Pos. No. 0200**

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
REF01	128		M	Reference Identification Qualifier	ID	2	2	"SU" = Special Processing
REF02	127		X	Reference Identification	AN	3	3	IRS = IRS Data N/A = If not applicable to the IRS
REF03 Not used								
REF04	C040	128	M	Reference Identification Qualifier	ID	2	2	"S0" = Special Approval (S Zero)
REF05	C040	127	M	Reference Identification	AN	2	2	State Abbreviation for state which data belongs to.
REF06	C040	128	X	Reference Identification Qualifier	ID	2	2	"S0" = Special Approval (S Zero)
REF07	C040	127	X	Reference Identification	AN	2	2	State abbreviation for state which data belongs to.
REF~SU~IRS~~S0^MT								
Syntax Notes:	**REF02 is required.**							
MDT Note:	**This segment is not used by Montana.**							

Sequence Number
Reference Number Segment **Pos. No. 0200**

Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
REF01	128		M	Reference Identification Qualifier	ID	2	2	"55" = Sequence Number
REF02	127		X	Reference Identification	AN	1	7	Sequence Number
REF03	352		X	Description	AN	1	5	"00001" = Record Corrected "00003" = Remove record, reported in error
REF~55~0001234								
Syntax Notes:	**At least one of REF02 or REF03 is required.**							
MDT Note:	**REF02 is generated by the entity generating the filing. It will be used to point the filer to errors if found.** **REF03 is used by the reporter when correcting a reporting error. It is not submitted on the original submission.**							

Condition 1 - This segment is required if an account has no activity. The Condition 2 DTM, TIA and FGS Loop are not used.

No Activity								**(Conditional)**
Reference Number Segment								**Pos. No. 0200**
Element ID	**Elem Ref #**	**Sub-Ele Ref #**	**Field Status**	**Field Name**	**Field Type**	**Length Min**	**Length Max**	**Field Description**
REF01	128		M	Entity Identification Code	ID	2	2	"BE"
REF02	127		X	Name	AN	1	1	"1"
REF~BE~1								
Syntax Notes:	**REF02 is required.**							
MDT Notes:	**This segment is only used if reporting a no activity report. If used, it is the end of the distributor report.**							

Sold/Acquired Date								**(Conditional)**
Date/Time Reference Segment								**Pos. No. 0300**
Element ID	**Elem Ref #**	**Sub-Ele Ref #**	**Field Status**	**Field Name**	**Field Type**	**Length Min**	**Length Max**	**Field Description**
DTM01	374		M	Date/Time Qualifier	ID	3	3	"572" = Date Property Sold "631" = Date Property Acquired
DTM02	373		X	Date	DT	8	8	"CCYYMMDD"
DTM~572~20010520								
Syntax Notes:	**DTM02 is required.**							
MDT Note:	**This segment is not used by Montana.**							

Condition 2 – If an account has activity; at least the TIA (Total Due) segment is required. The Condition 1 REF is not used. The FGS loop repeats when the product code value changes.

Ending Inventory Date								**(Conditional)**
Date/Time Reference Segment								**Pos. No. 0300**
Element ID	**Elem Ref #**	**Sub-Ele Ref #**	**Field Status**	**Field Name**	**Field Type**	**Length Min**	**Length Max**	**Field Description**
DTM01	374		M	Date/Time Qualifier	ID	3	3	"184" = Inventory Date
DTM02	373		X	Date	DT	8	8	"CCYYMMDD"
DTM~184~20010525								
Syntax Notes:	**DTM02 is required.**							
MDT Notes:	**This segment is not used by Montana.**							

Total Due/Transported								**(Conditional)**
Tax Information and amount Segment								**Pos. No. 0920**
Element ID	**Elem Ref. #**	**Sub-Ele Ref. #**	**Field Status**	**Field Name**	**Field Type**	**Length Min**	**Length Max**	**Field Description**
TIA01	817		M	Tax Information ID Number	AN	4	4	"5003" = Total Due "5004" = Total Net Transported
TIA02	782		X	Monetary Amount	R	1	15	Dollar Amount
TIA03 is not used.								
TIA04	380		X	Quantity	R	1	15	Quantity
TIA05	355		M	Unit of Measurement Code	ID	2	2	"GA" = Gallons
TIA~5003~25000								
Syntax Notes:	**TIA02 or TIA04 is required.** **If TIA04 is present then TIA05 is required.**							
MDT Notes:	**Elements TIA02 is used for a distributor return. The information represents the total dollars the distributor calculates they owe. It is also used, as a check value to make sure what was sent to MDT is what was received. TIA04 and TIA05 are not used on the distributor report.** **Elements TIA04 and TIA05 are used when reporting a carrier report. The gallons represent the total gallons transported in the reporting period. TIA02 is not used on the carrier report.**							

Physical Inventory by Product Form Group Segment								**(Conditional) Pos. No. 1000**
Element ID	**Elem Ref. #**	**Sub-Ele Ref. #**	**Field Status**	**Field Name**	**Field Type**	**Length**		**Field Description**
						Min	**Max**	
FGS01	350		M	Assigned Identification	AN	2	2	"BI" = Beginning Inventory "EI" = Ending Inventory
FGS02	128		X	Reference Identification Qualifier	ID	2	2	"PG" = Product Group
FGS03	127		X	Reference Identification	AN	3	3	Product Code
FGS~EI~PG~065								
Syntax Notes:	**If either FGS02 or FGS03 is present, then the other is required.**							
MDT Notes:	**This segment is not used by Montana.**							

Sequence Number Reference Number Segment								**Pos. No. 1100**
Element ID	**Elem Ref #**	**Sub-Ele Ref #**	**Field Status**	**Field Name**	**Field Type**	**Length**		**Field Description**
						Min	**Max**	
REF01	128		M	Reference Identification Qualifier	ID	2	2	"55" = Sequence Number
REF02	127		X	Reference Identification	AN	1	7	Sequence Number
REF03	352		X	Description	AN	1	5	Error response code
REF~55~0001234								
Syntax Notes:	**At least one of REF02 or REF03 is required.**							
MDT Note:	**This segment is not used by Montana.**							

Inventory Tax Information and Amount Segment								**Pos. No. 1800**
Element ID	**Elem Ref. #**	**Sub-Ele Ref. #**	**Field Status**	**Field Name**	**Field Type**	**Length**		**Field Description**
						Min	**Max**	
TIA01	817		M	Tax Information ID Number	AN	4	4	"5002" = Net Physical Inventory
TIA02 - TIA03 are not used.								
TIA04	380		X	Quantity	R	1	15	Quantity
TIA05	355		M	Unit of Measurement Code	ID	2	2	"GA" = Gallons "LT" = Liter
TIA~5002~~~25000~GA								
Syntax Notes:	**TIA04 and TIA05 are required.**							
MDT Notes:	**This segment is not used by Montana.**							

End of FGS loop (Line item detail)
End of TFS loop (SDR detail)

Summary Information

This TFS loop reports summary information. This TFS loop is used in combination with the SDR report, to report tax credits, or interest and penalty. Most of the time summary information is not needed in Montana.

Summary information is used when the information cannot be derived from the schedule details. This TFS loop repeats when one of the following values changes: TFS02 Summary Code, TFS04 Product Code.

If there are no transactions to report in this filing, it is not necessary to transmit a Summary Information TFS loop.

Beginning of Summary Information
Tax Form Segment **Pos. No. 0100**

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
TFS01	128		M	Reference Identification Qualifier	ID	2	2	"T3"
TFS02	127		M	Reference Identification	AN	1	6	"S02A" = Tax (interest and penalty) "S03A" = Tax Credit
TFS03	128		X	Reference Identification Qualifier	ID	2	2	"PG"
TFS04	127		X	Reference Identification	AN	3	3	"065" = Gasoline "123" = Alcohol "124" = Gasohol "125" = Aviation Gasoline "130" = Jet Fuel (includes JP4 & JP8) "142" = Kerosene – Undyed "072" = Kerosene – Dye Added "160" = Diesel Fuel – Undyed "228" = Diesel Fuel – Dye Added "284" = Biodiesel – Undyed "290" = Biodiesel – Dye Added
TFS05	66		X	Identification Code Qualifier	ID	2	2	"T2" = Tax Form Code
TFS06	67		X	Identification Code	AN	3	3	"SDR" = Distributor report

TFS~T3~S03A~PG~228~T2~SDR

Syntax Notes: **If either TFS03 or TFS04 is present, then the other is required.**
If either TFS05 or TFS06 is present, then the other is required.

MDT Notes: **Tax Credits must be approved in writing prior to including in report.**
TFS03 and TFS04 are not used when TFS02 = "S02A" = Tax (interest and penalty)
TFS06 defines which report the summary information applies.

Relationship to the Transaction Information
Reference Segment **Pos. No. 0200**

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
REF01	128		M	Reference Identification Qualifier	ID	2	2	"SU" = Special Processing
REF02	127		X	Reference Identification	AN	3	3	IRS = IRS Data N/A = If not applicable to the IRS
REF03 Not used								
REF04	C040	128	M	Reference Identification Qualifier	ID	2	2	"S0" = Special Approval (S Zero)
REF05	C040	127	M	Reference Identification	AN	2	2	State Abbreviation for state which data belongs to.
REF06	C040	128	X	Reference Identification Qualifier	ID	2	2	"S0" = Special Approval (S Zero)
REF07	C040	127	X	Reference Identification	AN	2	2	State abbreviation for state which data belongs to.

REF~SU~IRS~~S0^MT

Syntax Notes: **REF02 is required.**

MDT Notes: **This segment is not used by Montana.**

Sequence Number **Reference Number Segment**								**Pos. No. 0200**
Element ID	**Elem Ref #**	**Sub-Ele Ref #**	**Field Status**	**Field Name**	**Field Type**	**Length**		**Field Description**
						Min	**Max**	
REF01	128		M	Reference Identification Qualifier	ID	2	2	"55" = Sequence Number
REF02	127		X	Reference Identification	AN	1	7	Sequence Number
REF03	352		X	Description	AN	1	5	"00001" = Record Corrected "00003" = Remove record, reported in error
REF~55~0001234								
Syntax Notes:	**At least one of REF02 or REF03 is required.**							
MDT Note:	**REF02 is generated by the entity generating the filing. It will be used to point the filer to errors if found.** **REF03 is used by the reporter when correcting a reporting error. It is not submitted on the original submission.**							

Summary Data **Forms Group Segment**								**Pos. No. 1000**
Element ID	**Elem Ref. #**	**Sub-Ele Ref. #**	**Field Status**	**Field Name**	**Field Type**	**Length**		**Field Description**
						Min	**Max**	
FGS01	350		M	Assigned Identification	AN	1	1	"S"
FGS~S								
Syntax Notes:	**None**							
MDT Notes:	**None**							

Sequence Number **Reference Number Segment**								**Pos. No. 1100**
Element ID	**Elem Ref #**	**Sub-Ele Ref #**	**Field Status**	**Field Name**	**Field Type**	**Length**		**Field Description**
						Min	**Max**	
REF01	128		M	Reference Identification Qualifier	ID	2	2	"55" = Sequence Number
REF02	127		X	Reference Identification	AN	1	7	Sequence Number
REF03	352		X	Description	AN	1	5	Error Response Code
REF~55~0001234								
Syntax Notes:	**At least one of REF02 or REF03 is required.**							
MDT Note:	**This segment is not used by Montana**							

Information **Tax Information and Amount Segment**								**Pos. No. 1800**
Element ID	**Elem Ref. #**	**Sub-Ele Ref. #**	**Field Status**	**Field Name**	**Field Type**	**Length**		**Field Description**
						Min	**Max**	
TIA01	817		M	Tax Information ID Number	AN	4	4	"5006"
TIA02	782		X	Monetary Amount	R	1	15	Dollar Amount
TIA03 are not used.								
TIA04	380		X	Quantity	R	1	15	Quantity
TIA05	355		M	Unit of Measurement Code	ID	2	2	"GA"
TIA~5006~100								
Syntax Notes:	**TIA02 is required.**							
MDT Notes:	**This segment is used when reporting a tax credits. It is not used when reporting Interest and penalty.** **You must be authorized by MDT to take a credit on your tax return.** **TIA04 and TIA05 are not used by Montana.**							

Interest **Tax Information and Amount Segment**								**Pos. No. 1800**
Element ID	**Elem Ref. #**	**Sub-Ele Ref. #**	**Field Status**	**Field Name**	**Field Type**	**Length**		**Field Description**
						Min	**Max**	
TIA01	817		M	Tax Information ID Number	AN	4	4	"5008"
TIA02	782		X	Monetary Amount	R	1	15	Dollar Amount
TIA~5008~500								
Syntax Notes:	**TIA02 is required.**							
MDT Notes:	**This segment is used when reporting Interest it is not used when reporting a tax credit.**							

Penalty **Tax Information and Amount Segment**							**Pos. No. 1800**
Element ID	**Elem Ref. #**	**Sub-Ele Ref. #**	**Field Status**	**Field Name**	**Field Type**	**Length**	
						Min	**Max**	**Field Description**
TIA01	817		M	Tax Information ID Number	AN	4	4	"5009"
TIA02	782		X	Monetary Amount	R	1	15	Dollar Amount
TIA~5009~200							
Syntax Notes:		**TIA02 is required.**					
MDT Notes:		**This segment is used when reporting penalty it is not used when reporting a tax credit.**					

End of FGS loop (Line item detail)
End of TFS loop (SDR detail)

Schedules

This TFS loop begins the schedule detail. It repeats when one of the following values change:
Tax Form Code, Schedule Code, Mode Code Product Code, Origin, Position Holder, Seller, Consignor, Carrier, Buyer, Consignee or Destination.

If there are no transactions to report in this filing, it is not necessary to transmit a Schedules TFS loop. You must indicate no activity in the SDR and/or CCR sections of this map.

Beginning of Schedules
Tax Form Segment **Pos. No. 0100**

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
TFS01	128		M	Reference Identification Qualifier	ID	2	2	"T3"
TFS02	127		M	Reference Identification	AN	1	6	Schedule Type Code See schedule code list on page 4-7
TFS03	128		X	Reference Identification Qualifier	ID	2	2	"PG" = Product Group
TFS04	127		X	Reference Identification	AN	3	3	"065" = Gasoline "123" = Alcohol "124" = Gasohol "125" = Aviation Gasoline "130" = Jet Fuel (includes JP4 & JP8) "142" = Kerosene – Undyed "072" = Kerosene – Dye Added "160" = Diesel Fuel – Undyed "228" = Diesel Fuel – Dye Added "284" = Biodiesel – Undyed "290" = Biodiesel – Dye Added
TFS05	66		X	Identification Code Qualifier	ID	2	2	"94"
TFS06	67		X	Identification Code	AN	2	2	"J " = Truck "R " = Rail "PL" = Pipeline

**TFS~T3~2~PG~065~94~J **

Syntax Notes: **If either TFS03 or TFS04 is present, then the other is required.**
If either TFS05 or TFS06 is present, then the other is required.

MDT Notes: **TFS06 – When a single letter, left justify and pad with a space.**

Relationship to the Transaction Information
Reference Segment **Pos. No. 0200**

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
REF01	128		M	Reference Identification Qualifier	ID	2	2	"SU" = Special Processing
REF02	127		X	Reference Identification	AN	3	3	IRS = IRS Data N/A = If not applicable to the IRS
REF03 Not used								
REF04	C040	128	M	Reference Identification Qualifier	ID	2	2	"S0" = Special Approval (S Zero)
REF05	C040	127	M	Reference Identification	AN	2	2	State Abbreviation for state which data belongs to.
REF06	C040	128	X	Reference Identification Qualifier	ID	2	2	"S0" = Special Approval (S Zero)
REF07	C040	127	X	Reference Identification	AN	2	2	State abbreviation for state which data belongs to.

REF~SU~IRS~~S0^MT

Syntax Notes: **REF02 is required.**

MDT Notes: **This segment is not used by Montana.**

Sequence Number Reference Number Segment								Pos. No. 0200
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
REF01	128		M	Reference Identification Qualifier	ID	2	2	"55" = Sequence Number
REF02	127		X	Reference Identification	AN	1	7	Sequence Number
REF03	352		X	Description	AN	1	5	"00001" = Record Corrected "00003" = Remove record, reported in error
REF~55~0001234								
Syntax Notes:	**At least one of REF02 or REF03 is required.**							
MDT Note:	**REF02 is generated by the entity generating the filing. It will be used to point the filer to errors if found. REF03 is used by the reporter when correcting a reporting error. It is not submitted on the original submission.**							

For Point of Origin/Terminal: (One of the following Options is Required)

Use Option 1 when the origin has an IRS Terminal Control Number (TCN).

Use Option 2 when the origin does not have an IRS TCN.

Option 1

Point of Origin Name Segment 1								(One of the two options is required) Pos. No. 0500
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"OT"
N102 is not used.								
N103	66		X	Identification Code Qualifier	ID	2	2	"TC"
N104	67		X	Identification Code	AN	9	9	IRS Terminal Code
N1~OT~~TC~T81MT4007								
Syntax Notes:	**N103 & N104 are required.**							
MDT Notes:	**This option is used when the origin is a terminal, which is assigned an IRS Terminal Code. Do not use punctuation.**							

Option 2

Point of Origin Name Segment 1								(One of the two options is required) Pos. No. 0500
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"SF"
N102	93		X	Name	AN	2	2	Origin State Abbreviation
N1~SF~MT								
Syntax Notes:	**N102 is required.**							
MDT Notes:	**None**							

Point of Origin Name Segment 1								Pos. No. 0500
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N401	19		O	City Name	AN	2	30	Name of City
N402	156		O	State or Province Code	ID	2	2	State or Providence Abbreviation
N403	116		O	Postal Code	ID	3	11	ZIP or ZIP plus 4 Code
N404	26		X	Country Code	ID	2	3	"USA" = United State "CAN" = Canada
N405	309		X	Location Qualifier	ID	2	2	"CY"
N406	310		O	Location Identifer	AN	1	3	County Code
N4~Billings~MT								
Syntax Notes:	**None**							
MDT Notes:	**Element N403 – N406 are not used by Montana**							

Seller Information
Name Segment 2 **Pos. No. 0500**

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"SE"
N102	93		X	Name	AN	1	35	Seller's Name
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN "50" = BN – Canadian Business Number
N104	67		X	Identification Code	AN	9	18	Seller's FEIN or SSN or BN

N1~SE~Fuel Inc~24~516669999

Syntax Notes: **N102 and N103 are required.**

MDT Notes: **This is the entity selling the load of fuel. It may be the same as the business submitting the return. Their FEIN or SSN or BN is required.**

Position Holder Information or Delivering Exchange Party Information
Name Segment 3 **Pos. No. 0500**

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"ON"
N102	93		X	Name	AN	1	35	Position Holder's Name
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN "50" = BN – Canadian Business Number
N104	67		X	Identification Code	AN	9	18	Position Holder's FEIN or SSN or BN

N1~ON~ABC Fuel~24~516888888

Syntax Notes: **N102 and N103 are required.**

MDT Notes: **This segment is not used by Montana**

Receiving Exchange Party Information
Name Segment 3 **Pos. No. 0500**

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"EC" = Exchanger
N102	93		X	Name	AN	1	35	Exchange Party Name or Control Name (First 4 position of tax payer business name)
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN "50" = BN - Canadian Business Number "FI" = Federal Taxpayer 637 ID Number
N104	67		X	Identification Code	AN	9	18	Exchange Party FEIN or SSN or BN or IRS 637 Number

N1~EC~ABC Fuel~24~516888888

Syntax Notes: **At least one of N102 or N103 is required.**

MDT Notes: **This segment is not used by Montana**

Person Hiring Carrier (Consignor)
Name Segment 4 **Pos. No. 0500**

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"CI"
N102	93		X	Name	AN	1	35	Consignor Name
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN "50" = BN – Canadian Business Number
N104	67		X	Identification Code	AN	9	18	Consignor's (Person Hiring the Carrier) FEIN or SSN or BN

N1~CI~ABC Distributing~24~516777777

Syntax Notes: **N102 and N103 are required.**

MDT Notes: **This Segment is not used by Montana**

Carrier Information
Name Segment 5 **Pos. No. 0500**

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"CA"
N102	93		X	Name	AN	1	35	Carrier Name
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN "50" = BN – Canadian Business Number
N104	67		X	Identification Code	AN	9	18	Carrier's FEIN or SSN or BN

N1~CA~ABC Trucking~24~516666666

Syntax Notes: **N102 and N103 are required.**

MDT Notes: **Carrier name, their FEIN or SSN or BN is required. This may be the same as the company submitting the report.**

Buyer Information
Name Segment 6 **Pos. No. 0500**

Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
N101	98		M	Entity Identification Code	ID	2	2	"BY"
N102	93		X	Name	AN	1	35	Buyer Name
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN "50" = BN – Canadian Business Number
N104	67		X	Identification Code	AN	9	18	Buyer FEIN or SSN or BN

N1~BY~Joe Gas Station~24~517222222

Syntax Notes: **N102 and N103 are required.**

MDT Notes: **Name of the buyer of the fuel their FEIN or SSN or BN is required.**

For Point (Address) of Delivery/Destination: (One of the following Options is Required)

Use Option 1 when the destination has an IRS Terminal Control Number (TCN).
Use Option 2 when the destination does not have an IRS TCN.

Option 1

Point of Destination								**(One of the two options is required)**
Name Segment 7								**Pos. No. 0500**
Element ID	**Elem Ref. #**	**Sub-Ele Ref. #**	**Field Status**	**Field Name**	**Field Type**	**Length**		**Field Description**
						Min	**Max**	
N101	98		M	Entity Identification Code	ID	2	2	"DT"
N102 is not used.								
N103	66		X	Identification Code Qualifier	ID	2	2	"TC" = IRS Terminal Code
N104	67		X	Identification Code	AN	9	9	IRS Terminal Code
N1~DT~~TC~T81MT4007								
Syntax Notes:	**N103 and N104 are required.**							
MDT Notes:	**This option is used when the destination is a terminal, which is assigned an IRS Terminal Code. Do not use punctuation.**							

Option 2

Point of Destination								**(One of the two options is required)**
Name Segment 7								**Pos. No. 0500**
Element ID	**Elem Ref. #**	**Sub-Ele Ref. #**	**Field Status**	**Field Name**	**Field Type**	**Length**		**Field Description**
						Min	**Max**	
N101	98		M	Entity Identification Code	ID	2	2	"ST"
N102	93		X	Name	AN	2	2	Destination State Abbreviation
N1~ST~ID								
Syntax Notes:	**N102 is required.**							
MDT Notes:	**This is the most common option used in Montana. Report the city and state for the location when you delivered the product to your customer. If there are multiple deliveries from one load of fuel repeat the loop for each delivery.**							

Point of Destination								
Name Segment 7								**Pos. No. 0500**
Element ID	**Elem Ref. #**	**Sub-Ele Ref. #**	**Field Status**	**Field Name**	**Field Type**	**Length**		**Field Description**
						Min	**Max**	
N401	19	19	O	City Name	AN	2	30	Name of City
N402	156	156	O	State or Province Code	ID	2	2	State or Providence Abbreviation
N403	116	116	O	Postal Code	ID	3	11	ZIP or ZIP plus 4 Code
N404	26		X	Country Code	ID	2	3	"USA" = United State "CAN" = Canada
N405	309		X	Location Qualifier	ID	2	2	"CY"
N406	310		O	Location Identifer	AN	1	3	County Code
N4~Helena~MT								
Syntax Notes:	**None**							
MDT Notes:	**Element N403 – N404 are not used by Montana.** **Montana Requires destination city and state. If a load is delivered to multiple locations, their needs to be one loop for each delivery.**							

This FGS loop begins the individual shipments within the TFS loop. It is repeated when one of the following values changes:

Bill of Lading (Document) Number
Bill of Lading Date (Date Shipped)
Gallons

Bill of Lading								**Required**
Forms Group Segment								**Pos. No. 1000**
Element ID	**Elem Ref. #**	**Sub-Ele Ref. #**	**Field Status**	**Field Name**	**Field Type**	**Length Min**	**Length Max**	**Field Description**
FGS01	350		M	Assigned Identification	AN	1	1	"D"
FGS02	128		X	Reference Identification Qualifier	ID	2	2	"BM"
FGS03	127		X	Reference Identification	AN	1	15	Bill of Lading Number
FGS~D~BM~00123456								
Syntax Notes:	**If either FGS02 or FGS03 is present, then the other is required.**							
MDT Notes:	**The bill of lading number is required.**							

Sequence Number								**Required**
Reference Number Segment								**Pos. No. 1100**
Element ID	**Elem Ref #**	**Sub-Ele Ref #**	**Field Status**	**Field Name**	**Field Type**	**Length Min**	**Length Max**	**Field Description**
REF01	128		M	Reference Identification Qualifier	ID	2	2	“55” = Sequence Number
REF02	127		X	Reference Identification	AN	1	7	Sequence Number
REF03	352		X	Description	AN	1	5	“00001” = Record Corrected “00003” = Remove record, reported in error
REF~55~0004567								
Syntax Notes:	**REF02 is required.**							
MDT Notes:	**REF02 is generated by the entity generating the filing. It will be used to point the filer to errors if found.** **REF03 is used by the reporter when correcting a reporting error. It is not submitted on the original submission.**							

Bill of Lading Date								**Required**
Date/Time Reference Segment								**Pos. No. 1200**
Element ID	**Elem Ref. #**	**Sub-Ele Ref. #**	**Field Status**	**Field Name**	**Field Type**	**Length Min**	**Length Max**	**Field Description**
DTM01	374		M	Date/Time Qualifier	ID	3	3	"095"
DTM02	373		X	Date	DT	8	8	Bill of Lading Date (CCYYMMDD)
DTM~095~20010505								
Syntax Notes:	**DTM02 is required.**							
MDT Notes:	**None**							

Bill of Lading Net								**Required**
Tax Information and Amount Segment								**Pos. No. 1800**
Element ID	**Elem Ref. #**	**Sub-Ele Ref. #**	**Field Status**	**Field Name**	**Field Type**	**Length Min**	**Length Max**	**Field Description**
TIA01	817		M	Tax Information ID Number	AN	4	4	“5005”
TIA02 and TIA03 are not used.								
TIA04	380		X	Quantity	R	1	15	Quantity
TIA05	355		M	Unit of Measurement Code	ID	2	2	"GA"
TIA~5005~~~8000~GA								
Syntax Notes:	**TIA04 and TIA05 are required.**							
MDT Notes:	**Net gallons are required in filing.**							

Bill of Lading Gross								**Required**
Tax Information and Amount Segment								**Pos. No. 1800**
Element ID	**Elem Ref. #**	**Sub-Ele Ref. #**	**Field Status**	**Field Name**	**Field Type**	**Length**		**Field Description**
						Min	**Max**	
TIA01	817		M	Tax Information ID Number	AN	4	4	“5006”
TIA02 and TIA03 are not used.								
TIA04	380		X	Quantity	R	1	15	Quantity
TIA05	355		M	Unit of Measurement Code	ID	2	2	"GA"
TIA~5006~~~8000~GA								
Syntax Notes:	**TIA04 and TIA05 are required.**							
MDT Notes:	**Gross gallons are required in filing.**							

Bill of Lading Billed								**Required**
Tax Information and Amount Segment								**Pos. No. 1800**
Element ID	**Elem Ref. #**	**Sub-Ele Ref. #**	**Field Status**	**Field Name**	**Field Type**	**Length**		**Field Description**
						Min	**Max**	
TIA01	817		M	Tax Information ID Number	AN	4	4	“5007”
TIA02 and TIA03 are not used.								
TIA04	380		X	Quantity	R	1	15	Quantity
TIA05	355		M	Unit of Measurement Code	ID	2	2	"GA"
TIA~5007~~~8000~GA								
Syntax Notes:	**TIA04 and TIAS 05 are required.**							
MDT Notes:	**Billed gallons are required in filing.**							

End of FGS loop for Individual shipments.
End of TFS loop for Schedule.

Transaction Set Trailer Description

End of Transaction Set Trailer Segment								(Required) Pos. No. 0100
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min	Length Max	Field Description
SE01	96		M	Number of Included Segments	N0	1	10	Number of segments (inserted by translator)
SE02	329		M	Transaction Set Control Number	AN	4	9	Determined by Filer (same value in ST02, unique control number)
SE~156~10001								
Syntax Notes:	**None**							
MDT Notes:	**None**							

End of Transaction Set

Functional Group Trailer Description

Functional Group Segment								(Required)
Element ID	Elem Ref #	Sub-Ele Ref#	Field Status	Field Name	Field Type	Length Min.	Length Max.	Field Description
GE01	97		M	Number Of Transaction Sets Included	N0	1	6	Count of transaction sets within this GS/GE.
GE02	28		M/Z	Group Control Number	N0	1	9	The data interchange control number in the trailer must be identical to the same data element in the associated functional header (GS06).
GE~1~1101								
Syntax Notes:	**None**							
MDT Note:	**None**							

Interchange Control Trailer Description

Interchange Segment								(Required)
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min.	Length Max.	Field Description
IEA01	I16		M	Number Of Included Functional Groups	N0	1	5	Count of Function Groups Within This ISA/IEA.
IEA02	I12		M	Interchange Control Number	N0	9	9	The interchange number in the trailer must be identical to the same data element in the associated interchange header (ISA13).
IEA~10~000000001								
Syntax Notes:	**None**							
MDT Note:	**None**							

Sample File

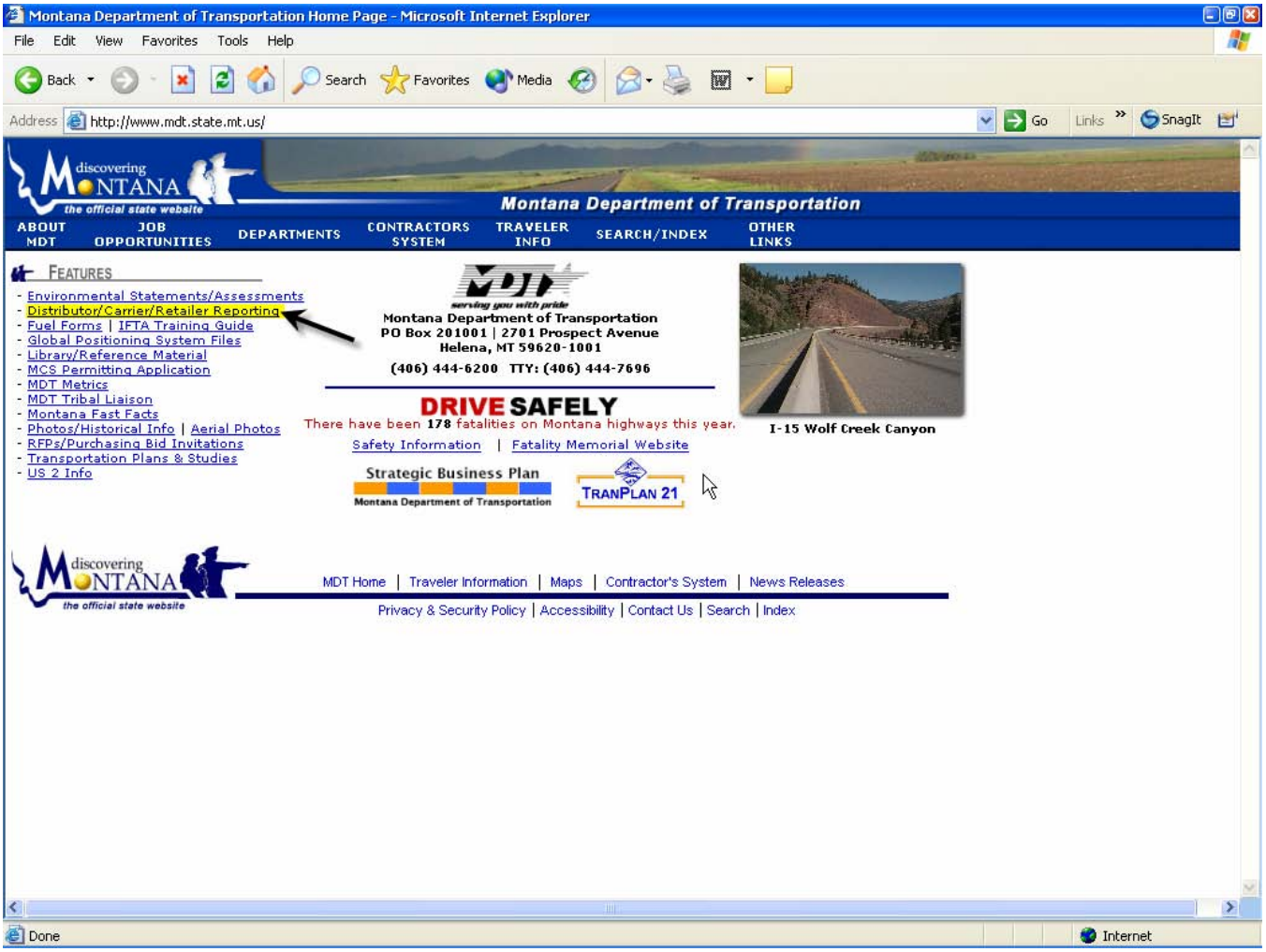
ISA~03~MDT813MF32~00~0000000000~ZZ~0123456789 ~ZZ~MONTANADOT
~030125~0500~|~00403~000000001~0~P~^\
GS~TF~0123456789~MDT-MF32~20030123~0930~0001~X~004030\
ST~813~10001~00001\
BTI~T6~050~47~MDT~20030125~ABCD~24~516999988~49~123456~~~00\
DTM~194~20021225\
N1~TP~ABC Distributing\
N2~ABC Incorporated\
N3~123 C Street~PO Box 222\
N4~Helena~MT~59601-2222~USA\
PER~CN~Allen Smith~TE~4069959988~FX~4069950329~EM~asmith@abc.com\
PER~EA~Joe Edi~TE~4069959988~FX~4069950329~EM~jedi@abc.com\
N1~TP~ABC Incorporated\
N3~PO BOX 222\
N4~Helena~MT~59601-2222~USA\
***** Note: Report Information Starts *****
***** There is both a distributor and a carrier report *****
TFS~T2~SDR\
REF~55~0001234\
TIA~5003~25000\
TFS~T2~CCR\
REF~55~0011234\
REF~BE~1\
***** Note: Summary Information Starts *****
TFS~T3~S03A~PG~228~T2~SDR\
REF~55~0021234\
FGS~S\
TIA~5006~100\
***** Note: Schedule Starts *****
TFS~T3~2~PG~065~94~J \
REF~55~0041234\
N1~OT~~TC~T81MT4007\
N1~SE~Fuel Inc~24~516669999\
N1~CA~ABC Trucking~24~516666666\
N1~BY~Joe Gas Station~24~517222222\
N1~ST~MT\
N4~Helena~MT\
FGS~D~BM~00123456\
REF~55~0004567\
DTM~095~20010505\
TIA~5005~~~8000~GA\
TIA~5006~~~8000~GA\
TIA~5007~~~8000~GA\
SE~36~10001\
GE~1~1101\
IEA~1~000000001\

WEB Reporting Method

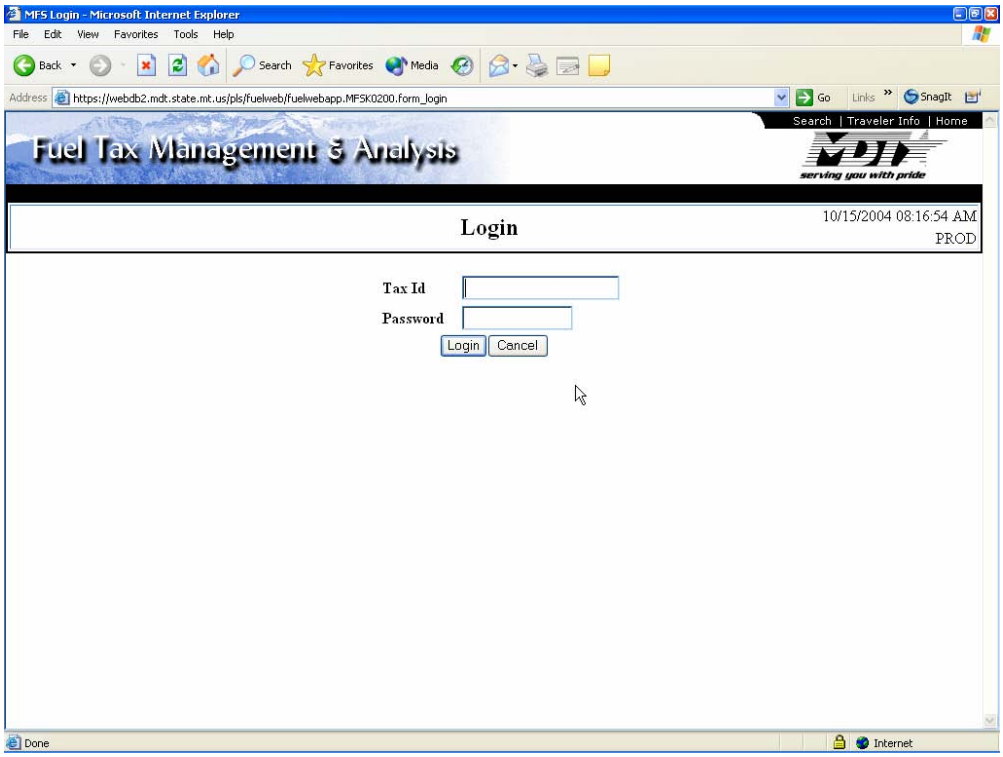
Distributors can connect to MDT through the WEB to enter their report or correct a report that was filed through EDI. The connection to MDT is established in a secured method to protect the user's information.

The website is available 24 hours a day, seven (7) days week. A distributor can enter data into a tax report daily, weekly or monthly on this site.

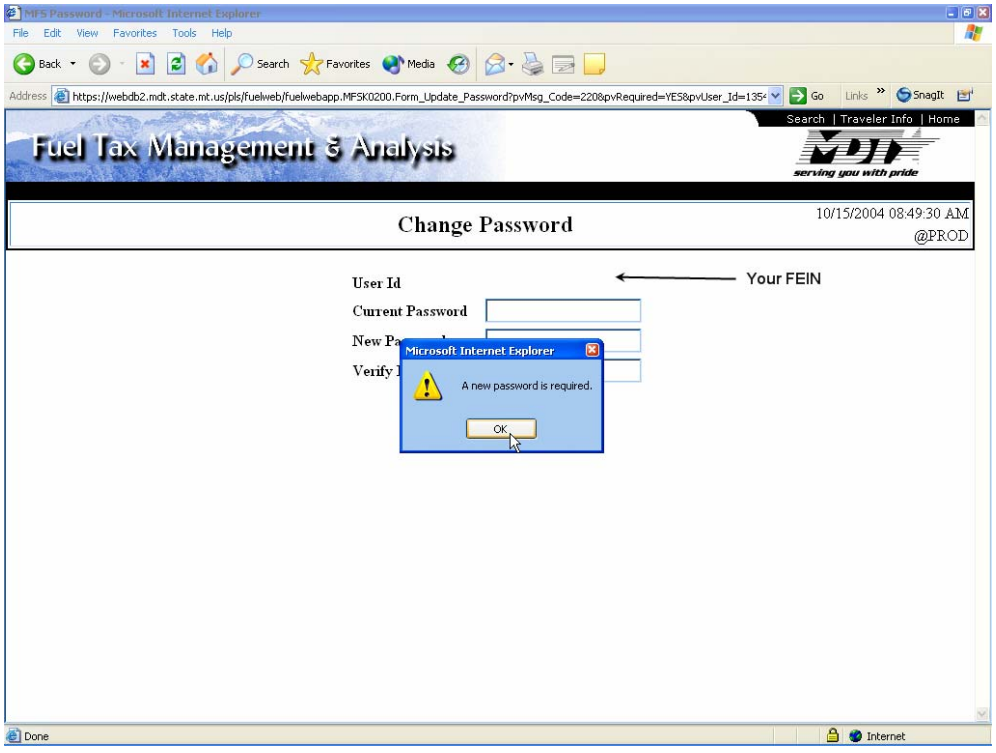
The website address is www.mdt.state.mt.us. On the left side of the screen choose Distributor/Carrier/Retailer Reporting to enter the system.



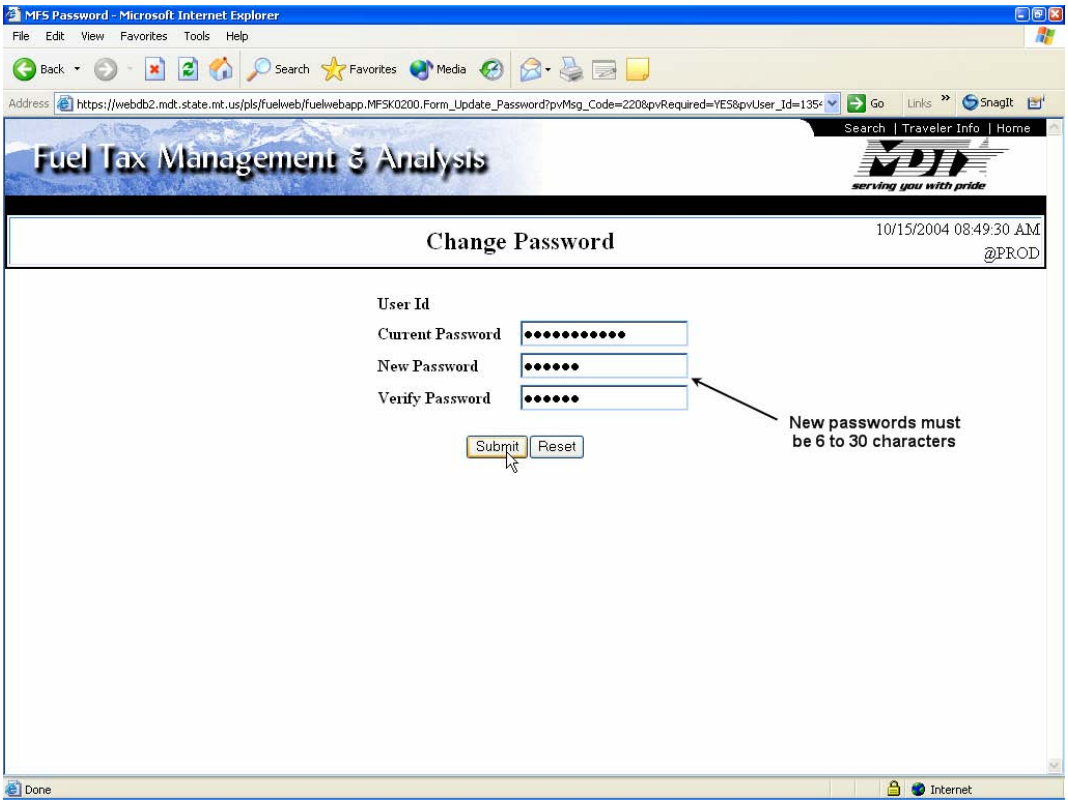
You will be required to enter your Tax ID (no dashes) and a password provided by FTMA. Note: You will receive your login information once you have signed and returned the Trading Partner Agreement for Electronic Data Interchange (EDI).

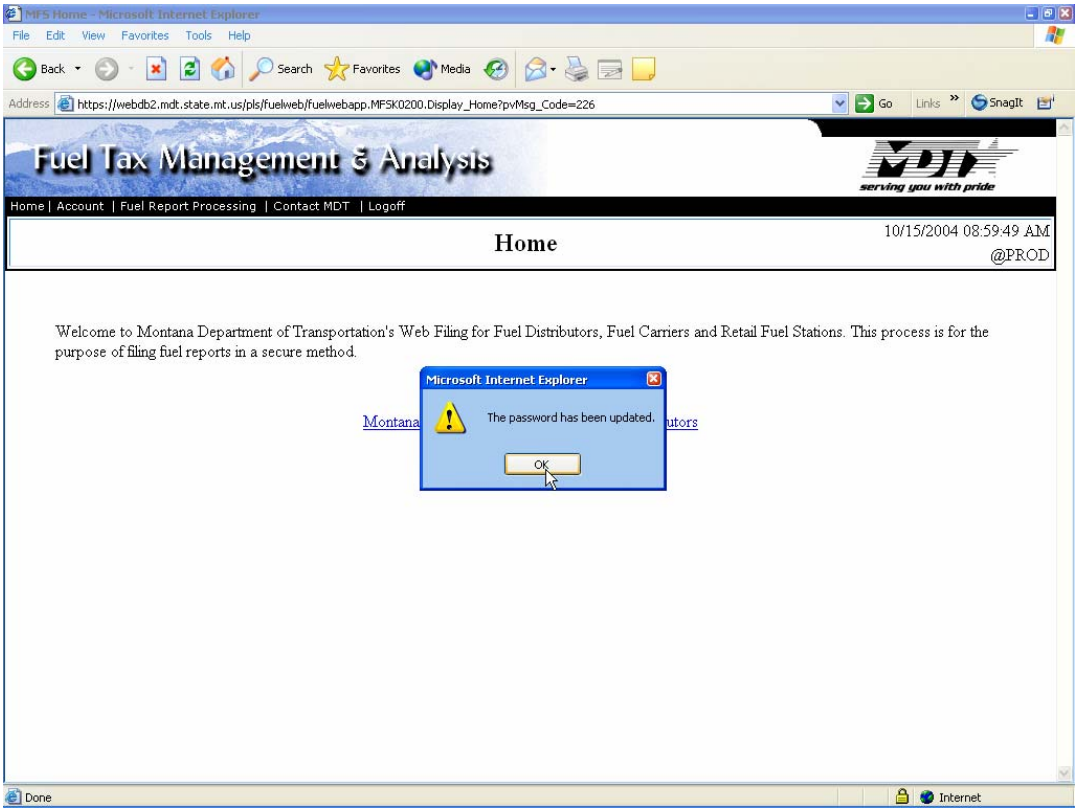


The first time you enter the system you will be required to change your password. Note: If you ever forget your password, contact MDT at 406-444-7276 or 406-444-9256 to reset it to the original password.



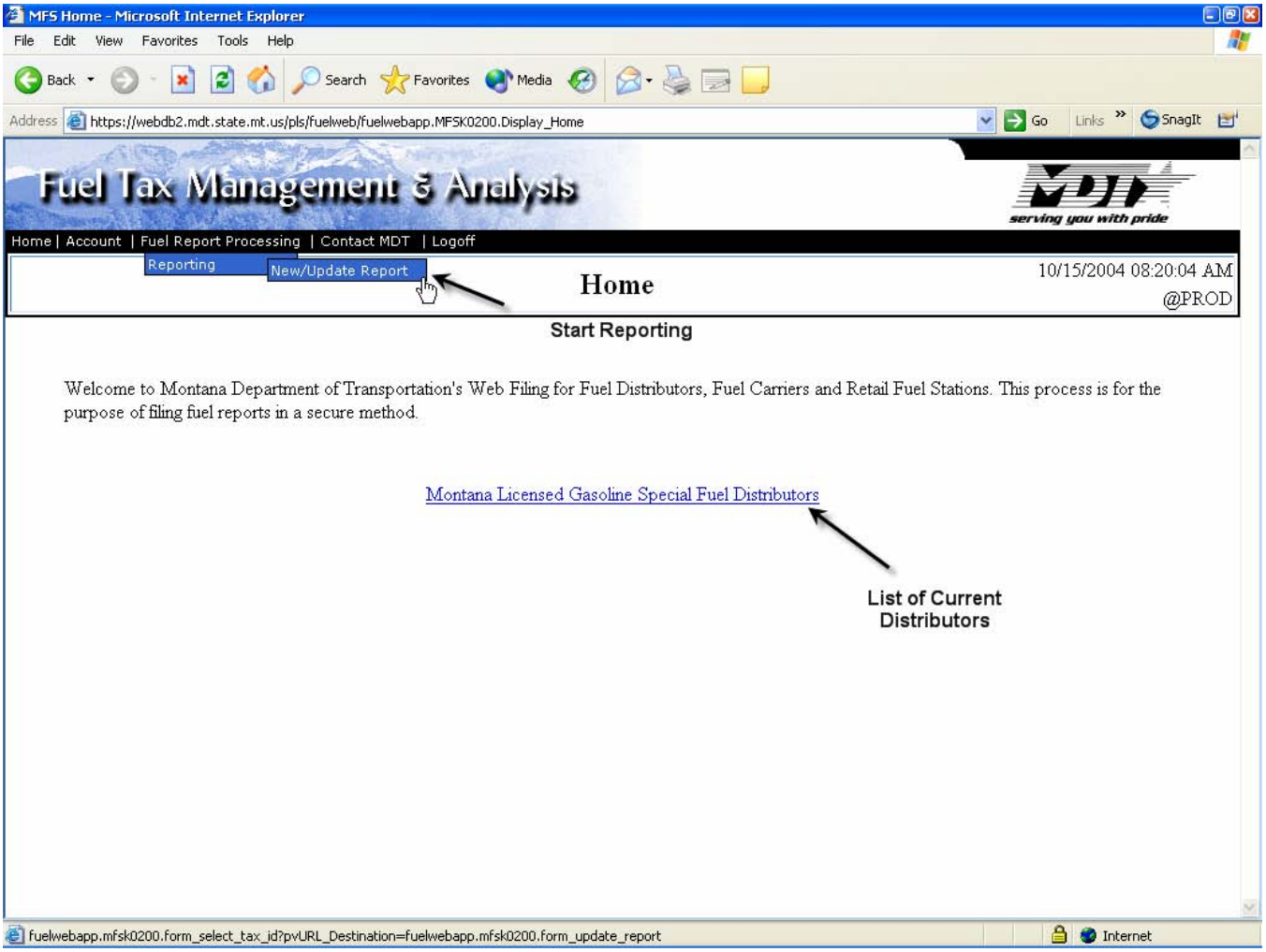
Your new password will have to be six (6) to 30 characters. The password can be letter, numbers or a combination of both. We recommend a combination of both.





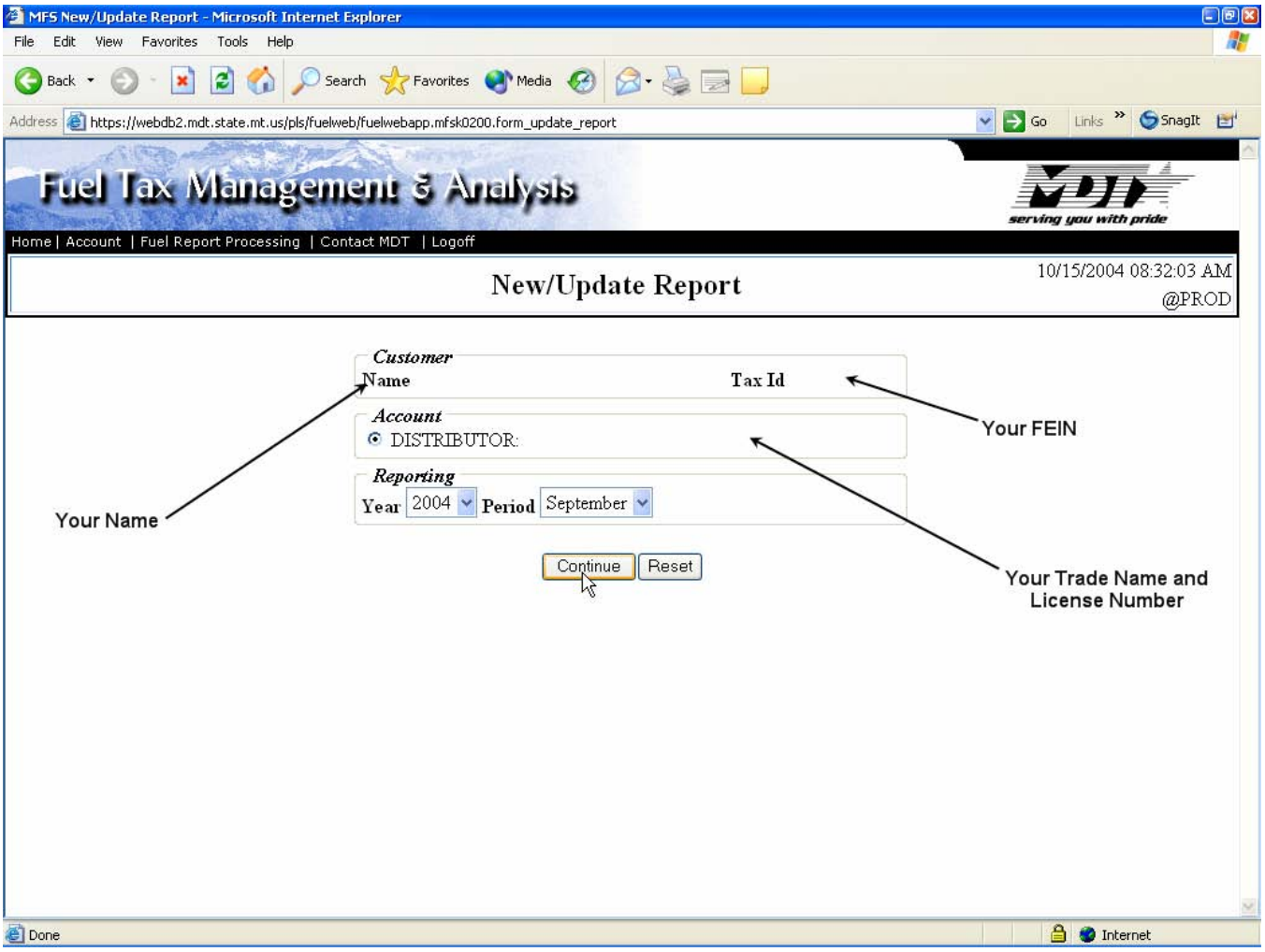
On the following screen you will find the list of Licensed Gasoline and Special Fuel Distributors and the due dates for the tax reports and electronic funds transfer (EFT). This is located in the center of the page and is an Adobe Acrobat file.

In the upper portion of the screen you will see a list of menu items. To start your report you will want to choose fuel report processing, then reporting and then new/update report.



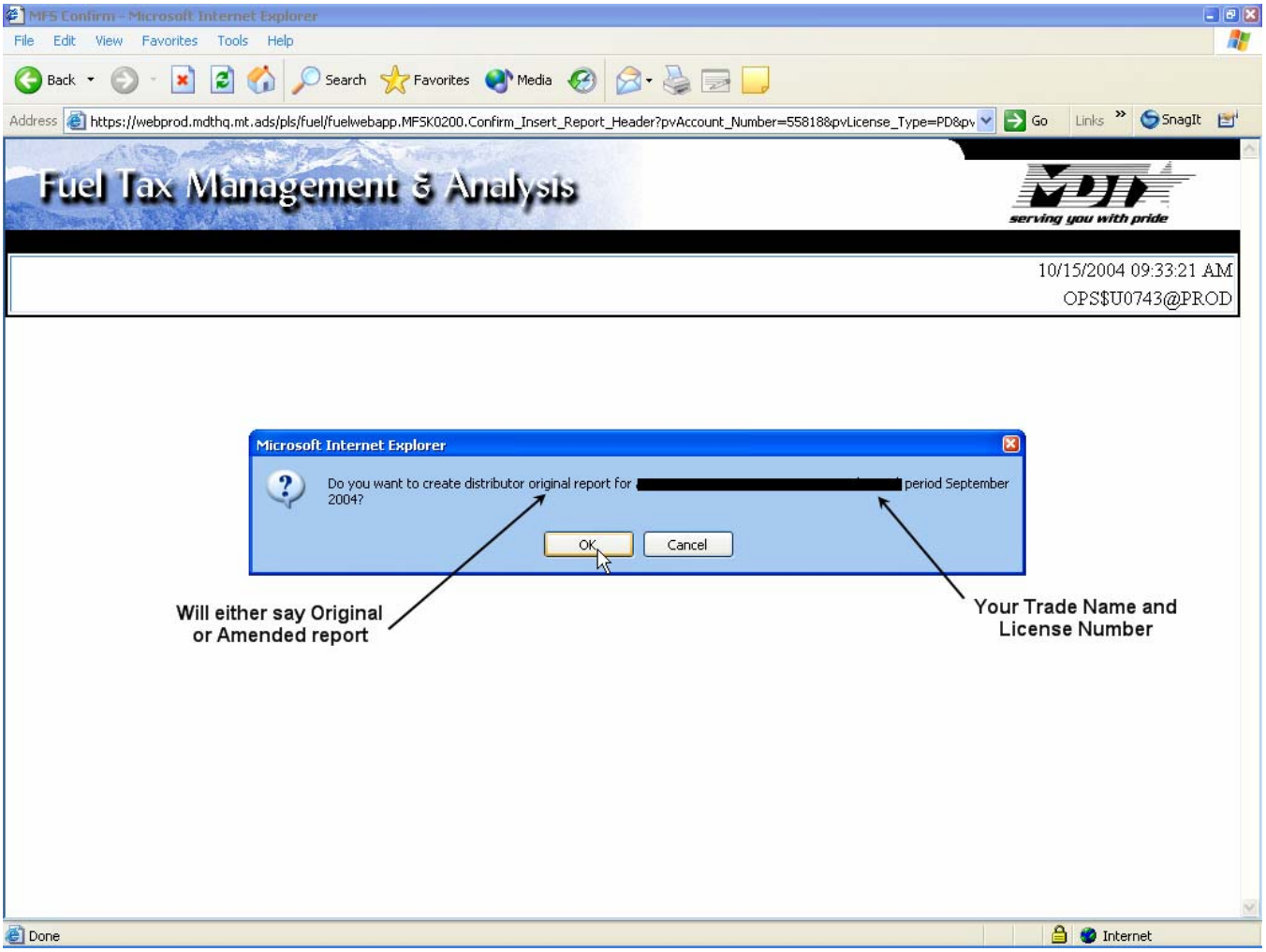
Select the reporting year and period. The year and period will always default to the current period being reported. You can change periods or years by using the drop down arrows.

Click continue to start reporting.

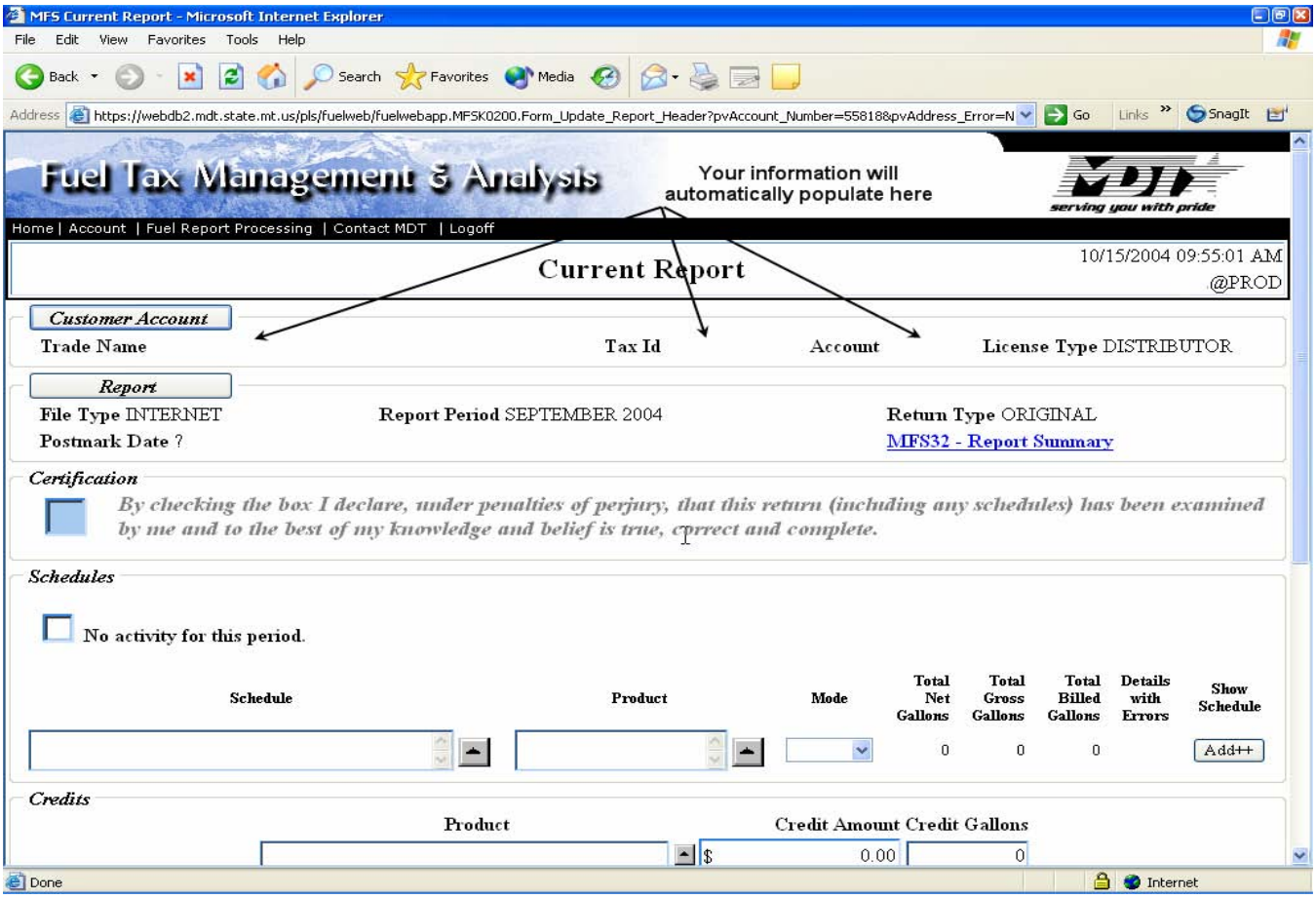


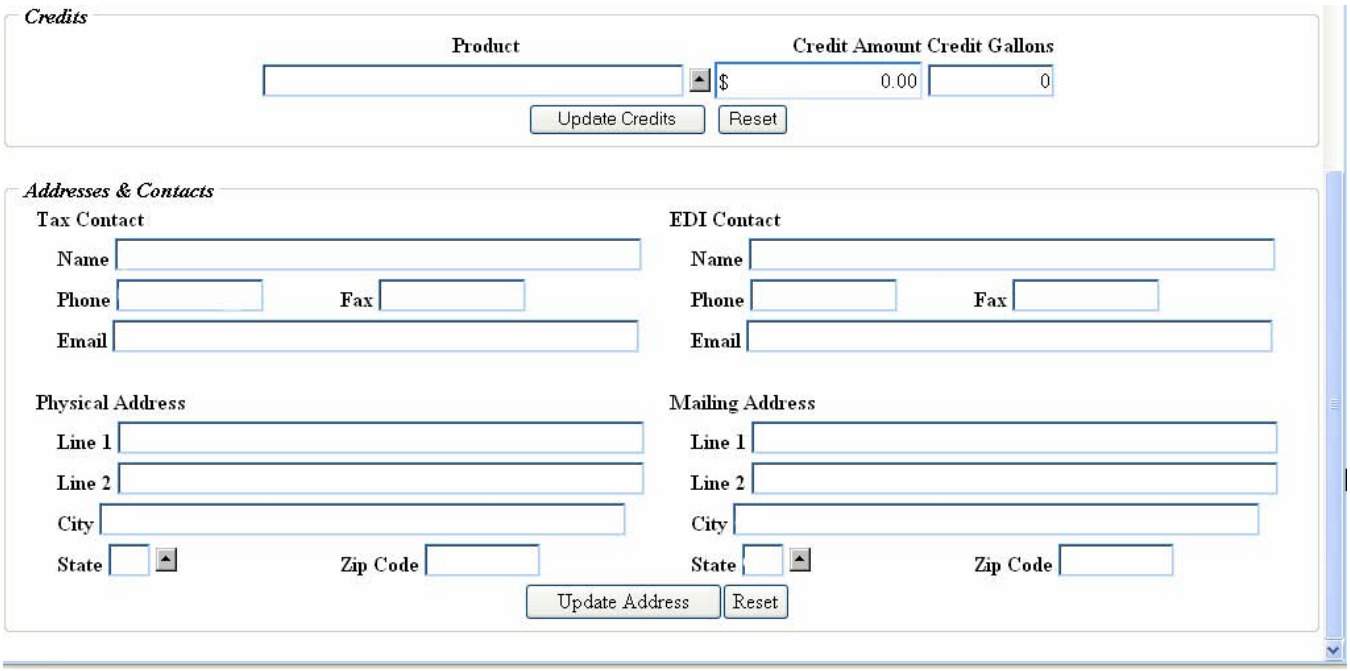
When you click on the continue button you will get this box. It will ask you if you want to create an original report or an amend report for the period and year chosen. If an original report already exists in our system, then it will create an amended report for the period and year chosen.

If you do not want to create the report then choose cancel.



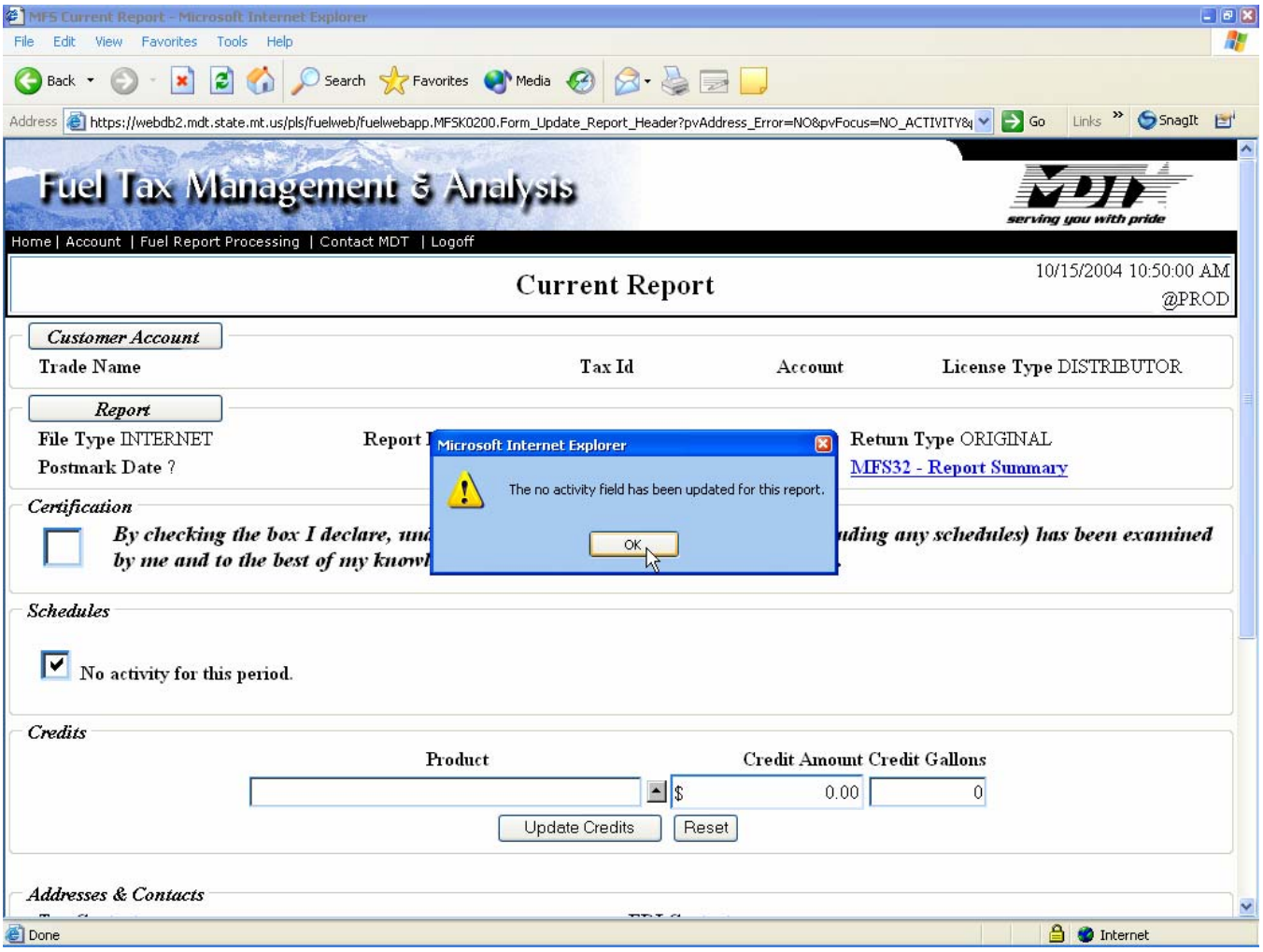
This is the screen where you can start your report. You can also update your contact, phone and fax numbers, email and addresses on this screen. Note: Postmark Date will automatically fill in when you certify your report.





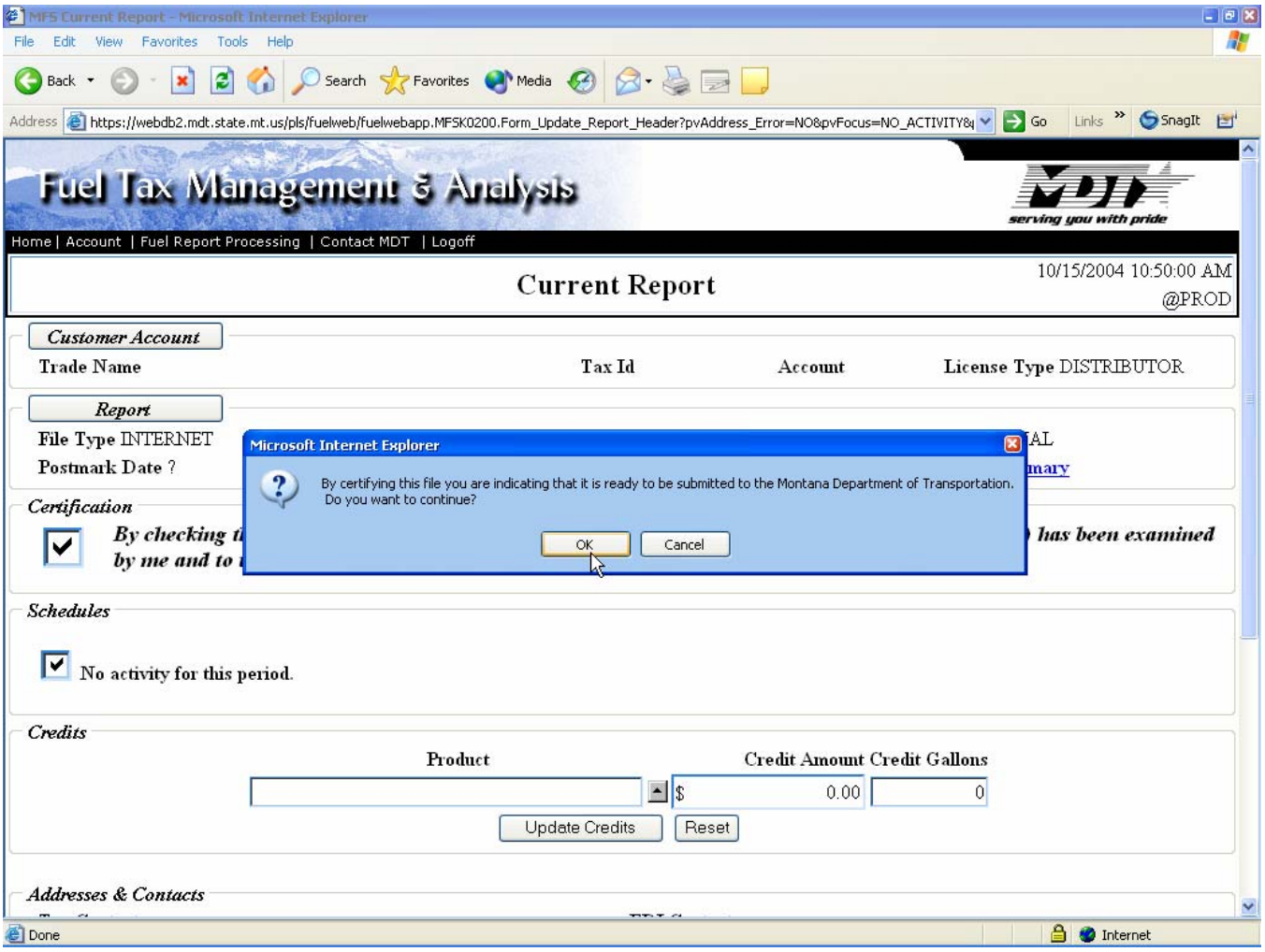
No Activity Report

If you have no activity for this period then you can click in the No activity for this period box and you will get this message. Click OK.

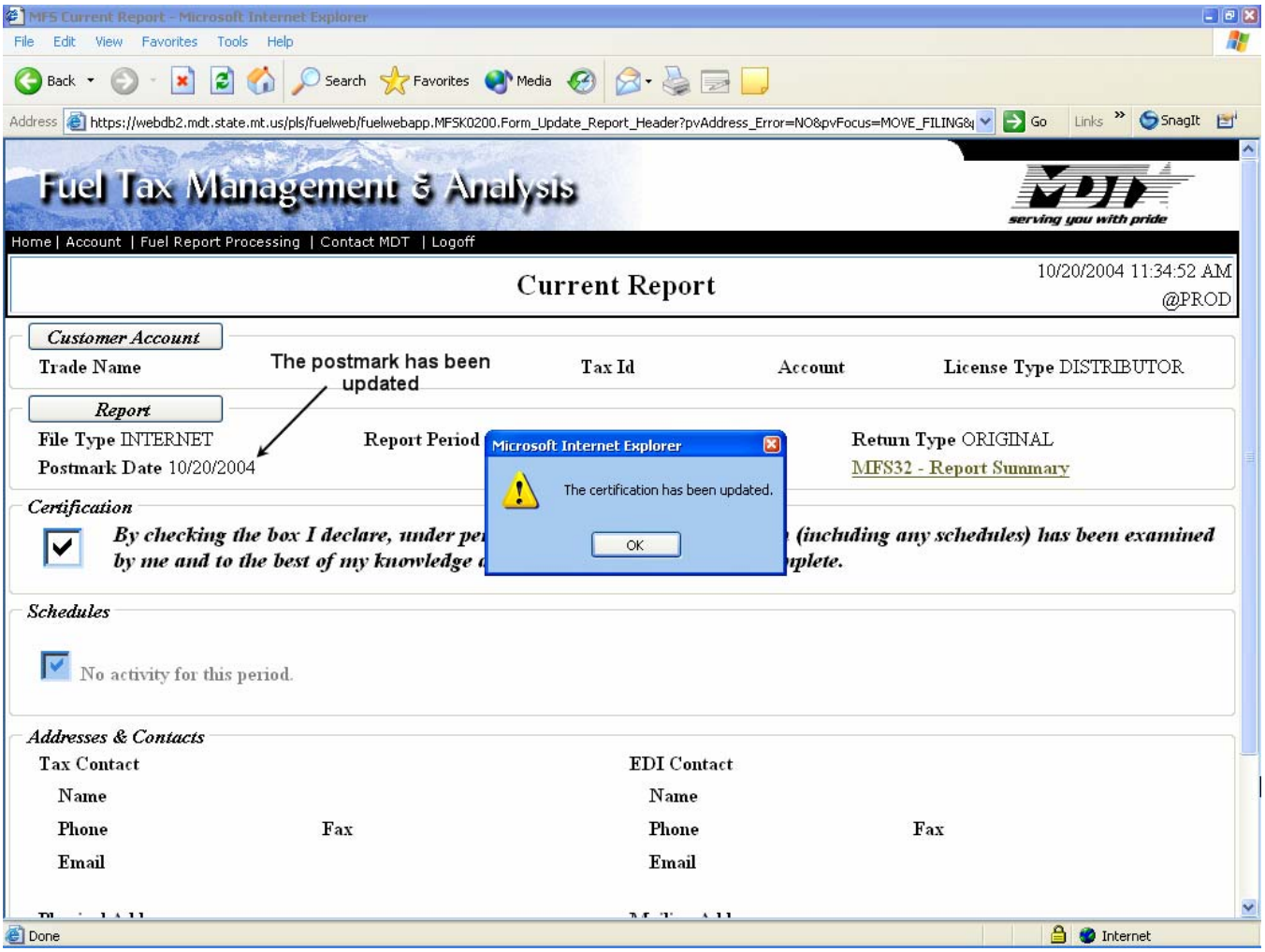


Now you can certify the report and we will know it is ready for us to look at.

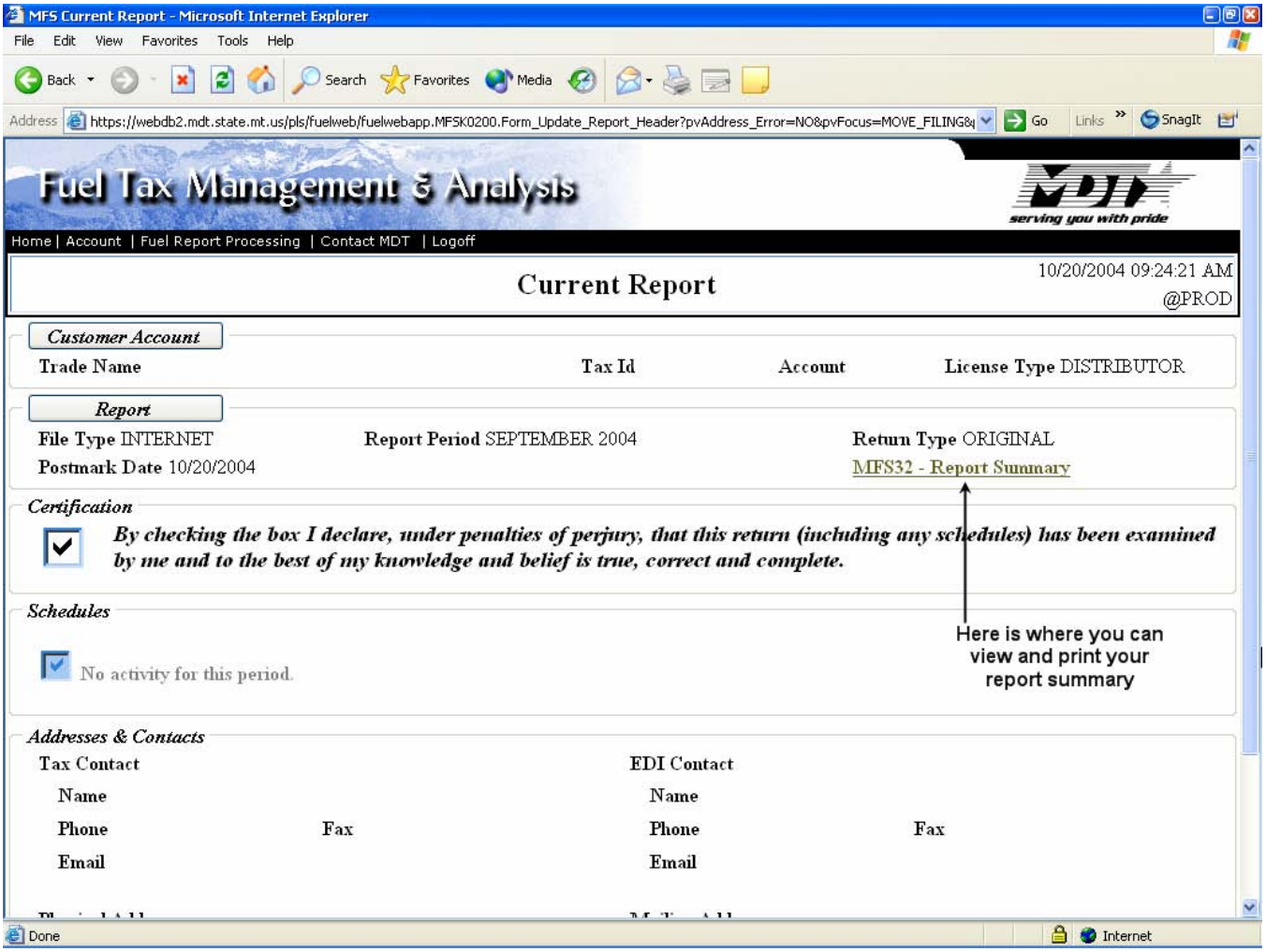
To certify the report, click the box below the word Certification and follow the messages in the popup boxes.



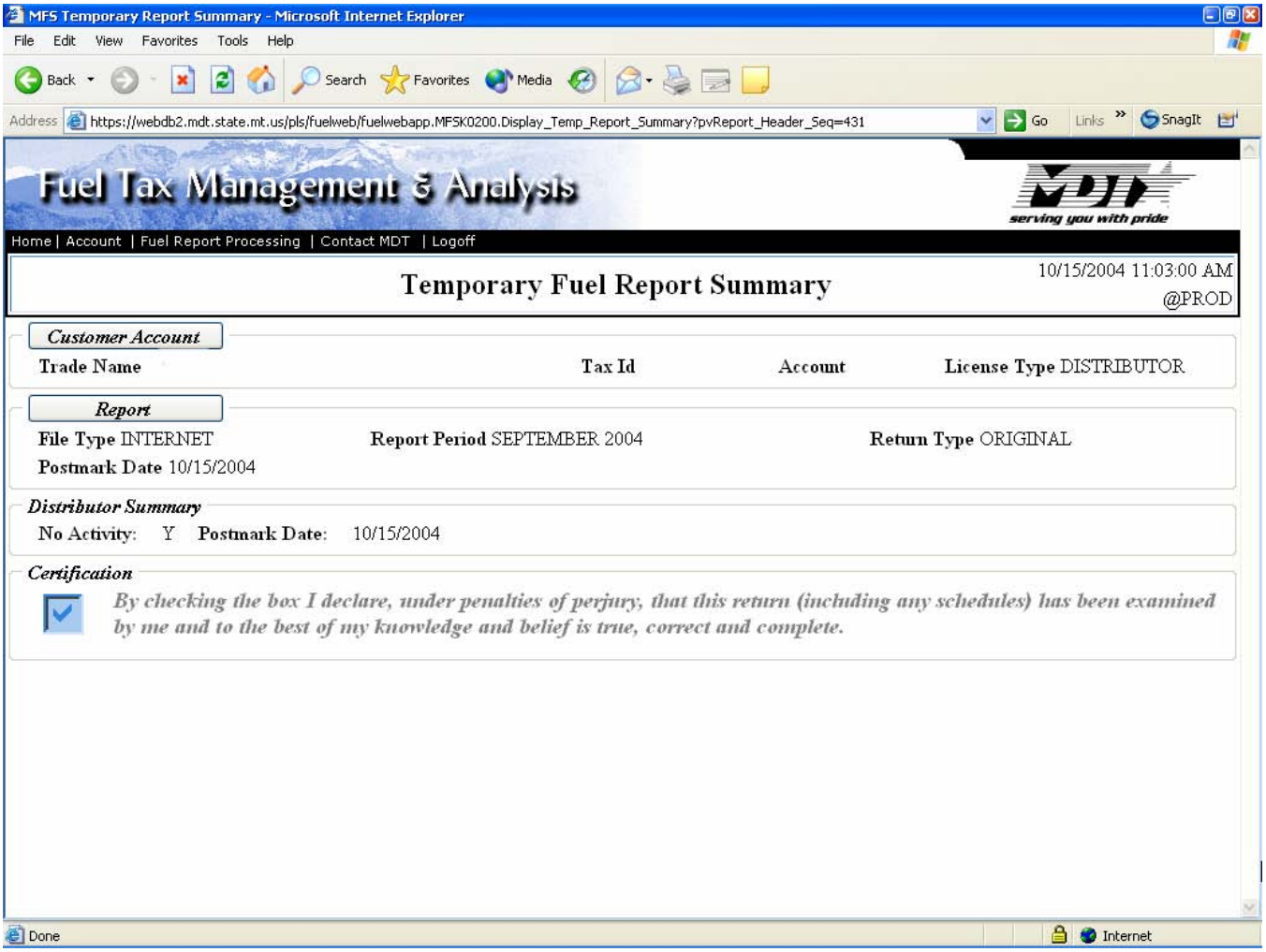
At this point your report is completed. You need to certify your report by the due date. Notice the postmark has been updated.



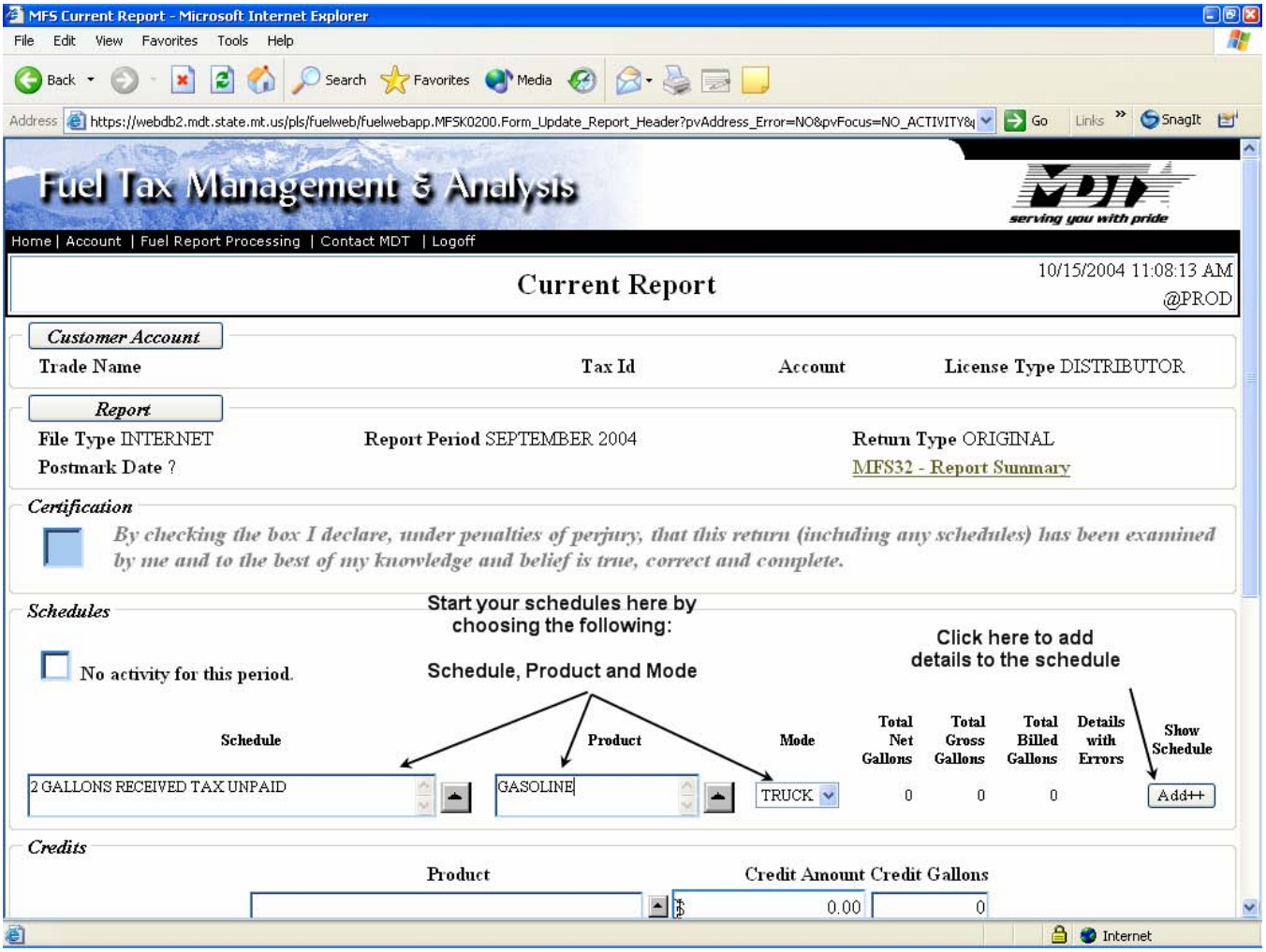
On the right side of the screen you will see MFS32 – Report Summary. This is where you can view and print your Report Summary for your records. Click on the MFS32 – Report Summary words to run the report.



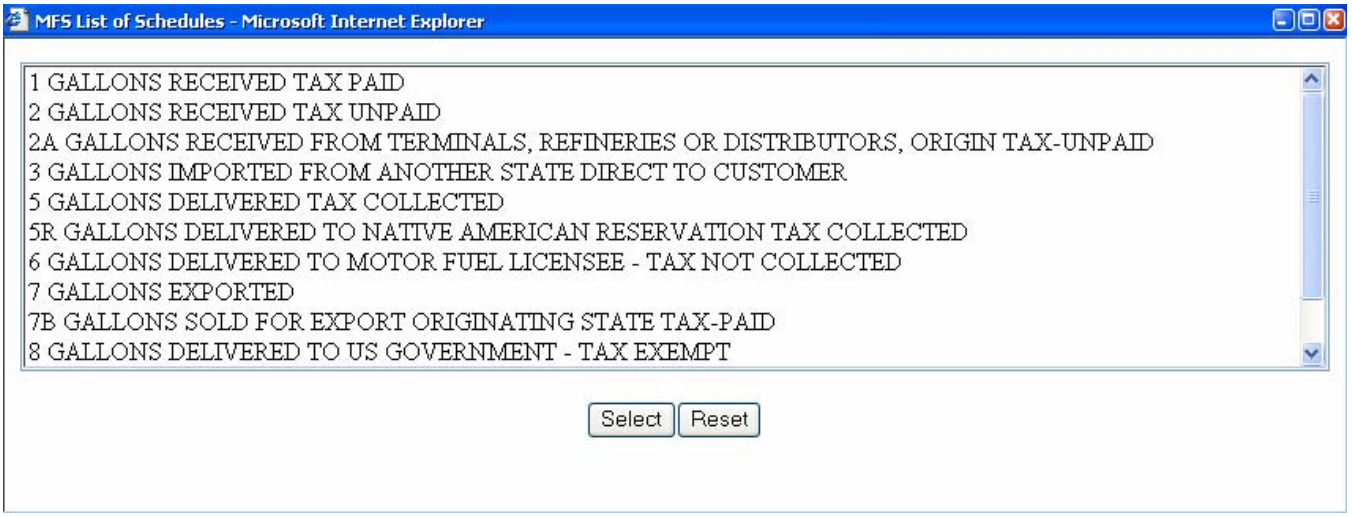
This is what a no activity tax report summary will look like. Notice it shows the postmark date and certification being checked.



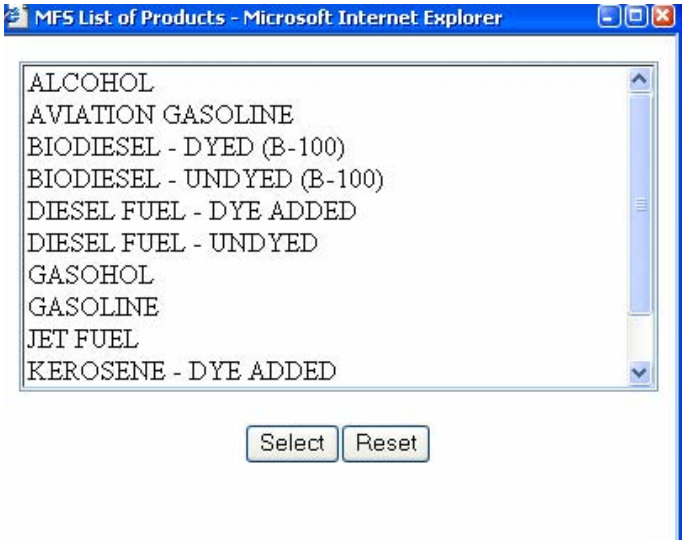
How to report with Schedules



Enter the schedule number or choose one from the list by clicking on the arrow. See list below



Enter the product code or name or choose one from the list by clicking on the arrow. See list below

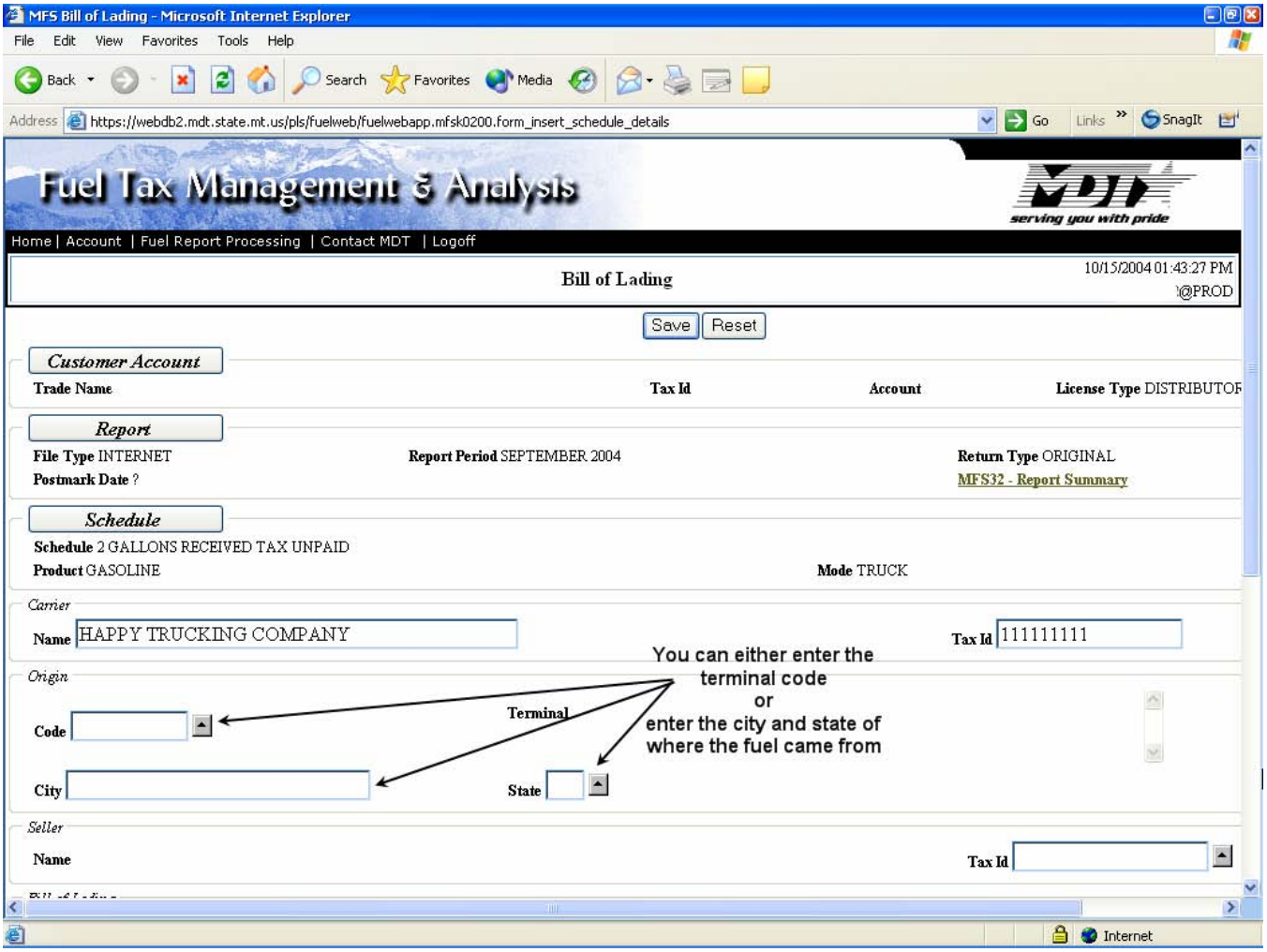


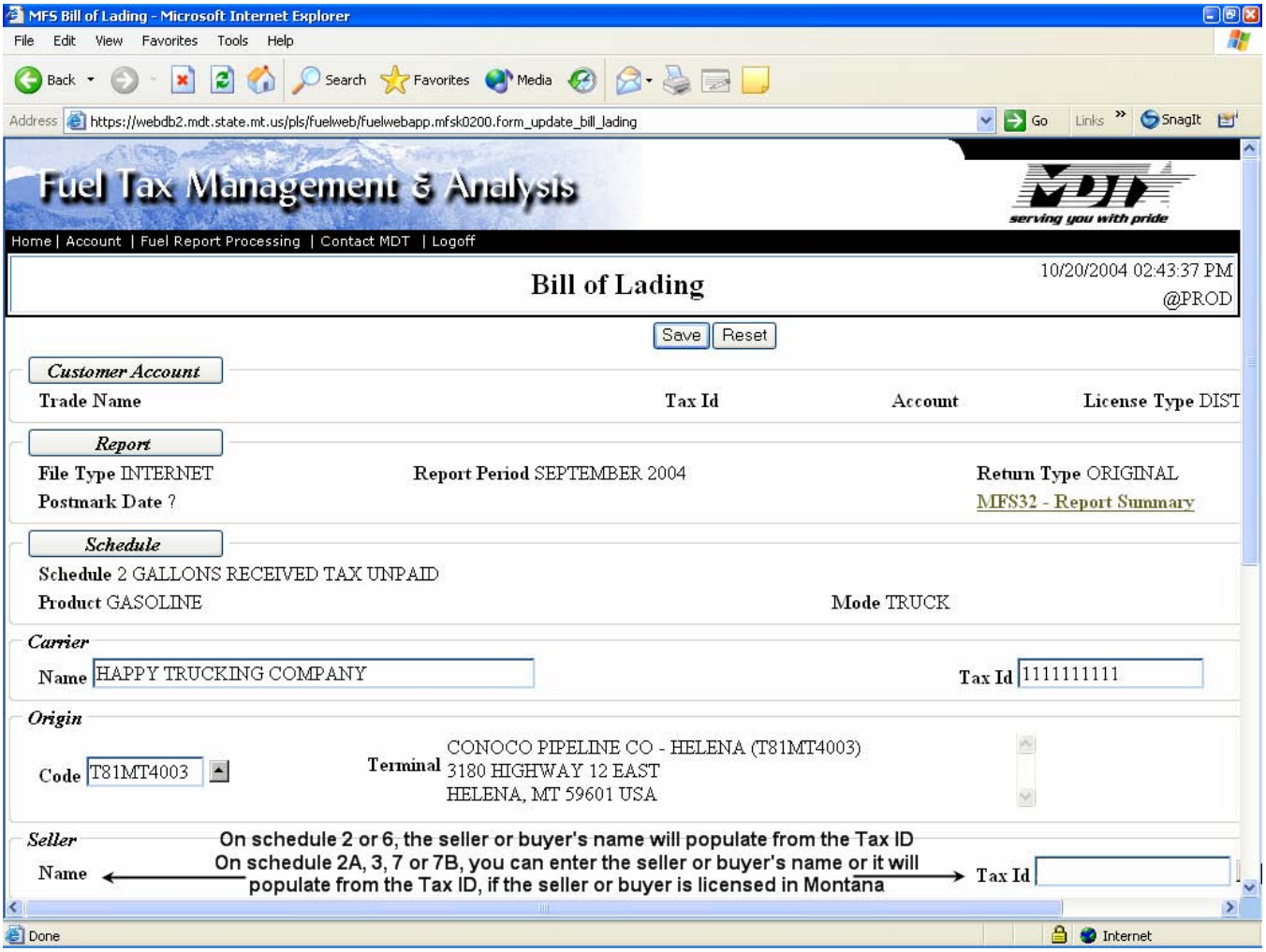
Enter the mode or choose one from the list by clicking on the arrow. See list below

Once you have choose these, then click on the add button.

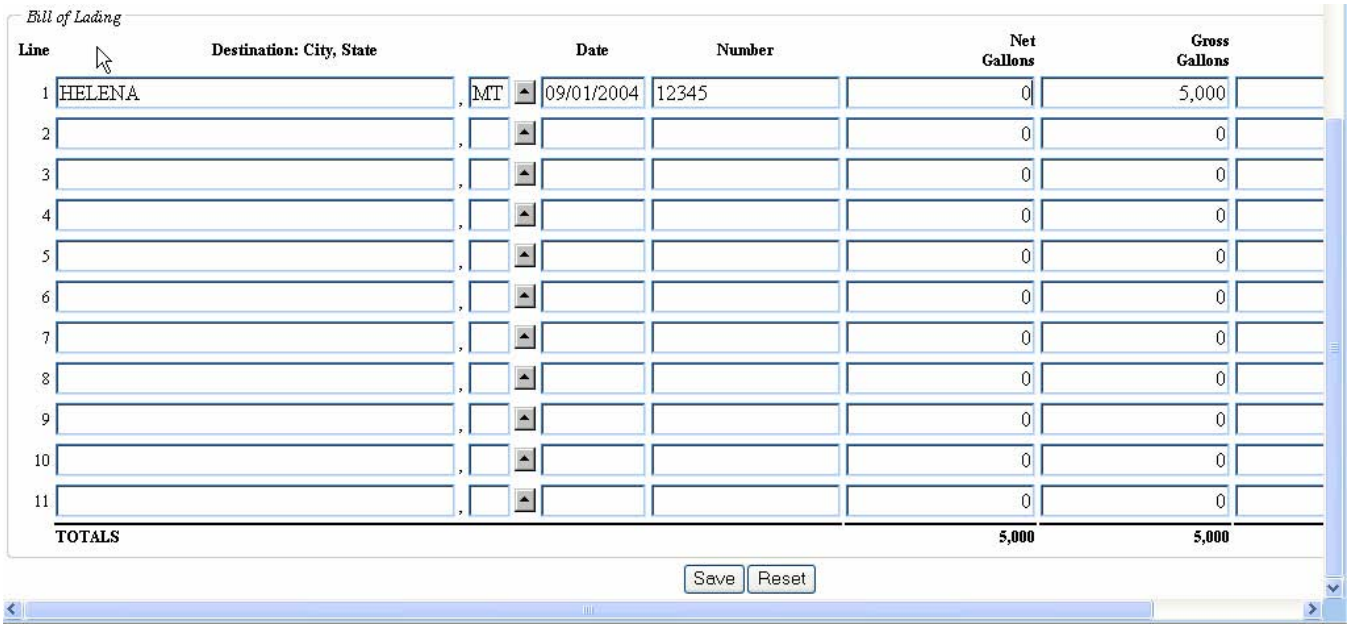
Enter all the BOLs for the same carrier, origin and buyer or seller. You can tab from field to field throughout this form or you can point and click in each field. Note: The fields are not case sensitive.

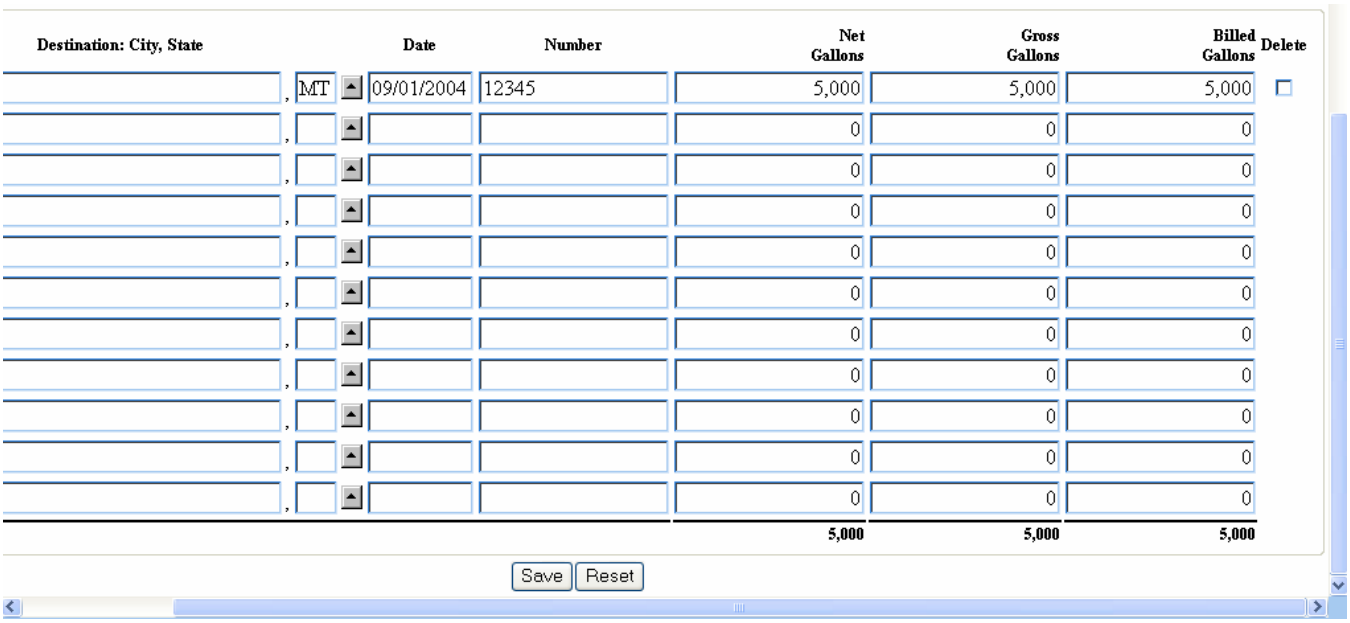
The origin can be either the terminal code or enter the city and the state.



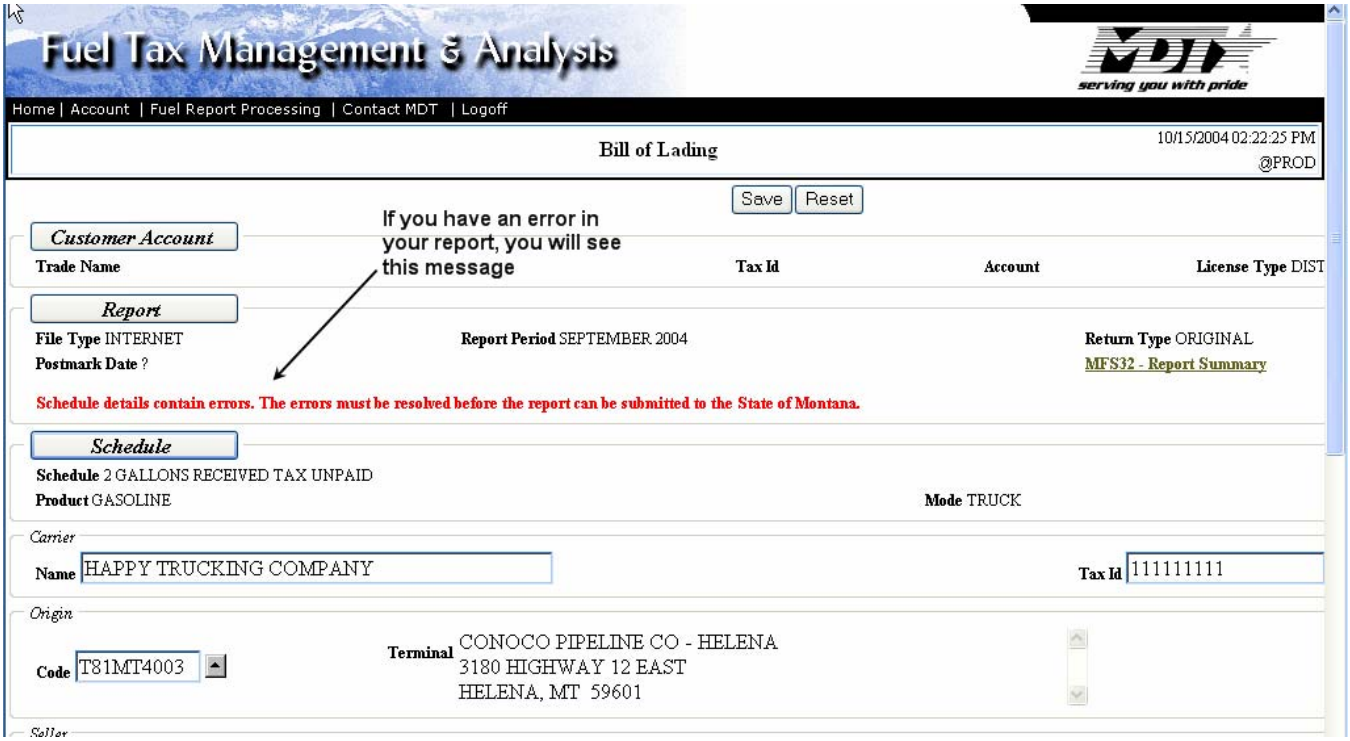

MFS Bill of Lading - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://webdb2.mdt.state.mt.us/pls/fuelweb/fuelwebapp.mfsk0200.form_update_bill_lading
Go Links SnagIt
Fuel Tax Management & Analysis
serving you with pride
Home | Account | Fuel Report Processing | Contact MDT | Logoff
Bill of Lading
10/20/2004 02:43:37 PM
@PROD
Save Reset
Customer Account
Trade Name
Tax Id
Account
License Type DIST
Report
File Type INTERNET
Report Period SEPTEMBER 2004
Return Type ORIGINAL
Postmark Date ?
MFS32 - Report Summary
Schedule
Schedule 2 GALLONS RECEIVED TAX UNPAID
Product GASOLINE
Mode TRUCK
Carrier
Name HAPPY TRUCKING COMPANY
Tax Id 1111111111
Origin
Code T81MT4003
Terminal CONOCO PIPELINE CO - HELENA (T81MT4003)
3180 HIGHWAY 12 EAST
HELENA, MT 59601 USA
Seller
Name
On schedule 2 or 6, the seller or buyer's name will populate from the Tax ID
On schedule 2A, 3, 7 or 7B, you can enter the seller or buyer's name or it will populate from the Tax ID, if the seller or buyer is licensed in Montana
Tax Id
Done
Internet

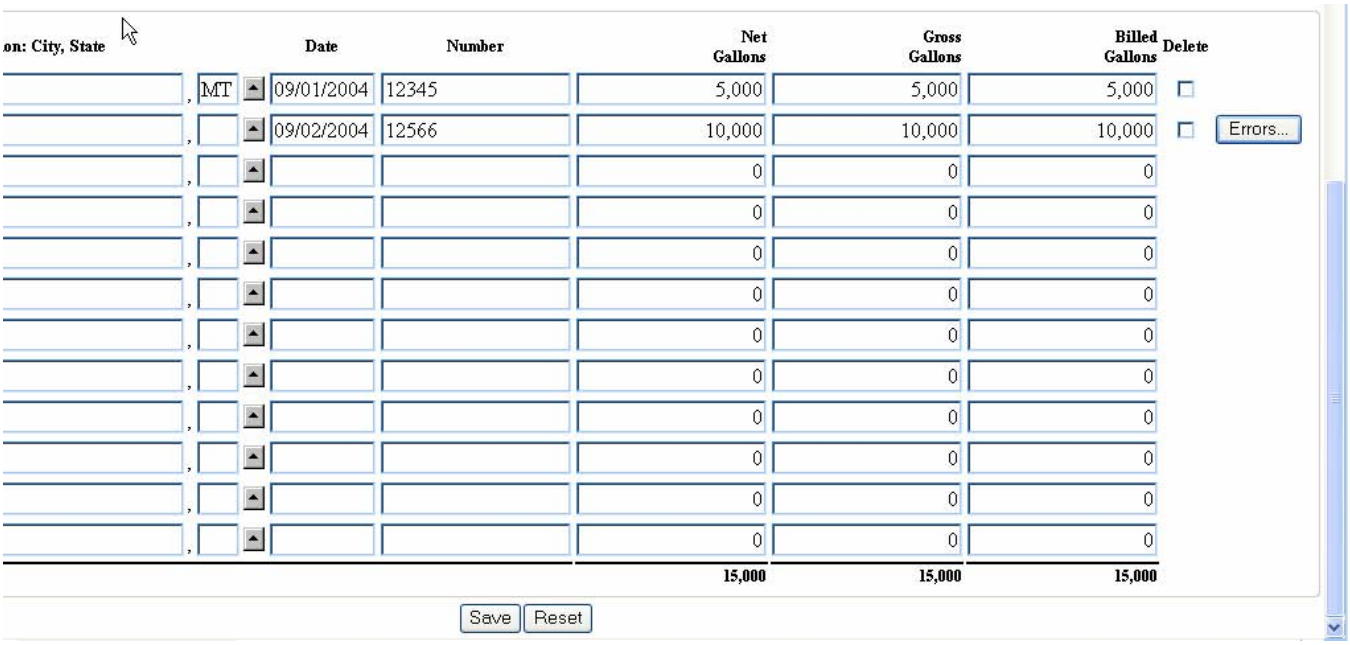
Start to enter all the BOL information. (Hint: The copy and paste keys work in all these screens. Ctrl c to copy and ctrl v to paste.) Once you have entered all the BOLs or have entered a group of 10 you need to click on save or press the enter key.



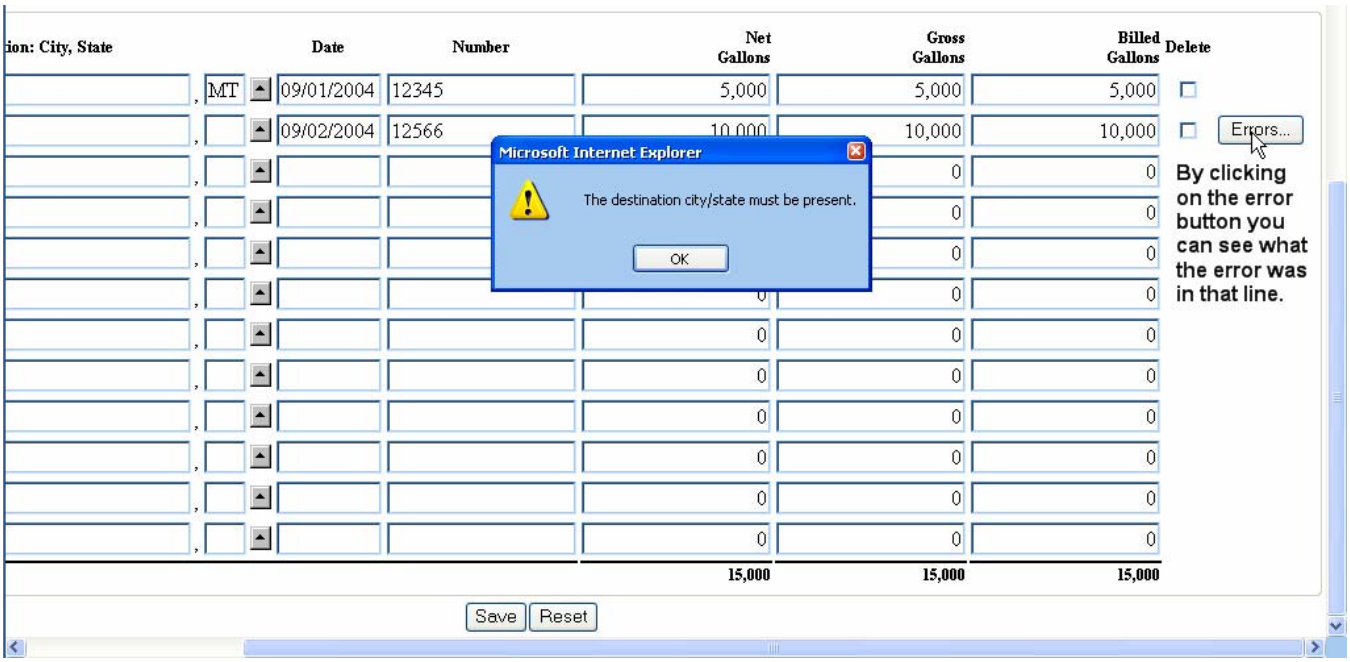


If you forget to enter the carrier, origin, buyer or sellers name or FEIN, City, state, BOL number or gross gallons, spelled a Montana city's name wrong or an invalid city or enter an incorrect state abbreviation you will get an error message when you save the information. You can see the error message for the schedule here. There will be an error button next to the line in which the error occurred.



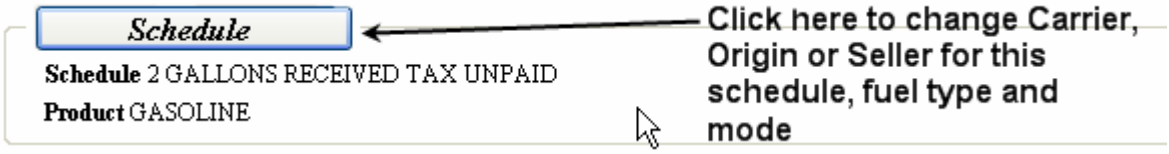


Here is an example of an error message you might see when you press the error button.

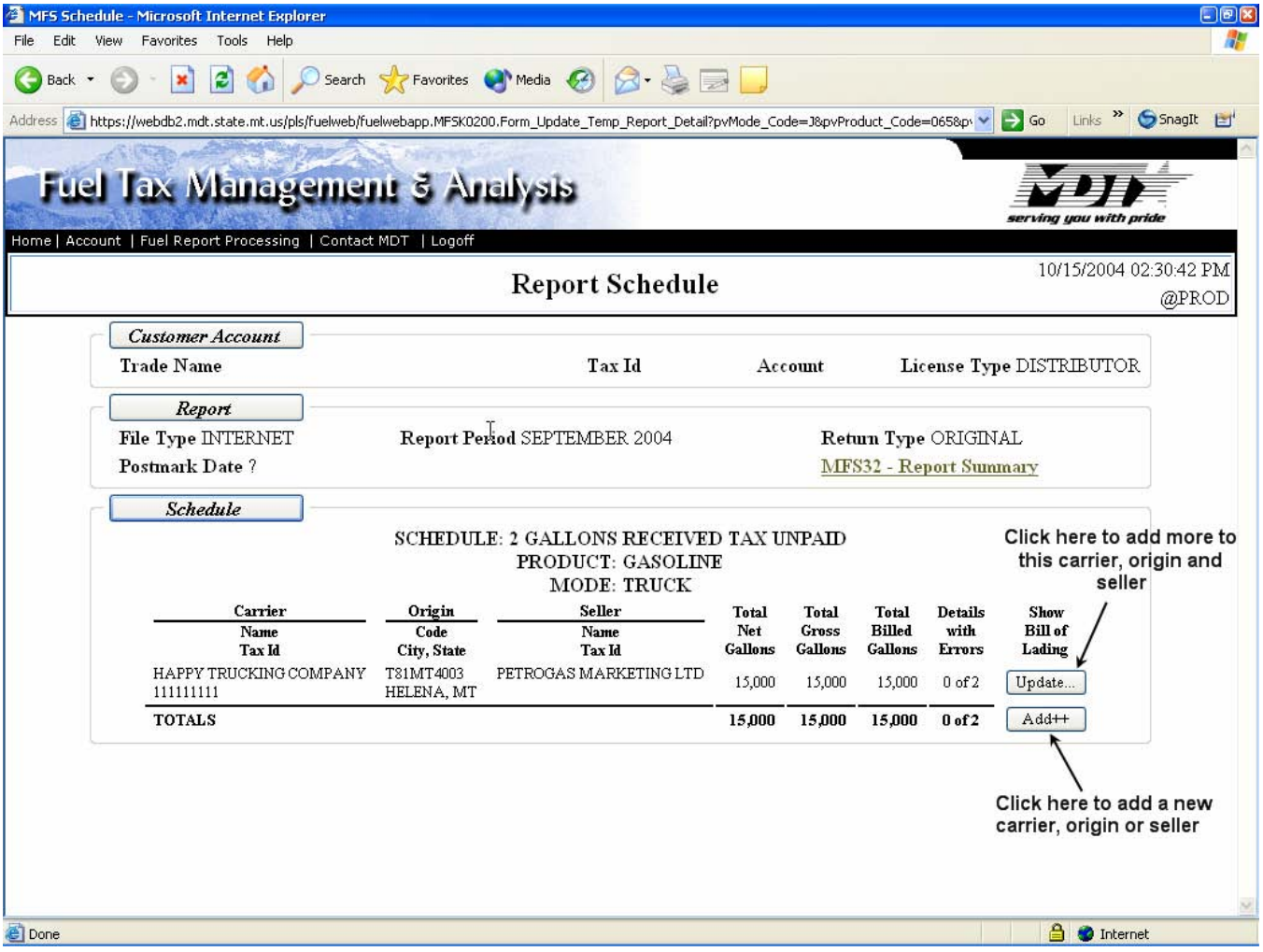


Once you have corrected the errors and saved, the error buttons should disappear. The error message at the top of the screen will disappear if there are no other error on this schedule or any other schedule.

If you have more than one carrier or origin or buyer or seller you will have to start another list of BOLs for this fuel type and mode. To change the carrier, origin or buyer or seller you will need to press the schedule button located on the upper portion of the screen. (If you click on schedule or any other button before you save your information and move to another screen the information you have entered will be lost).



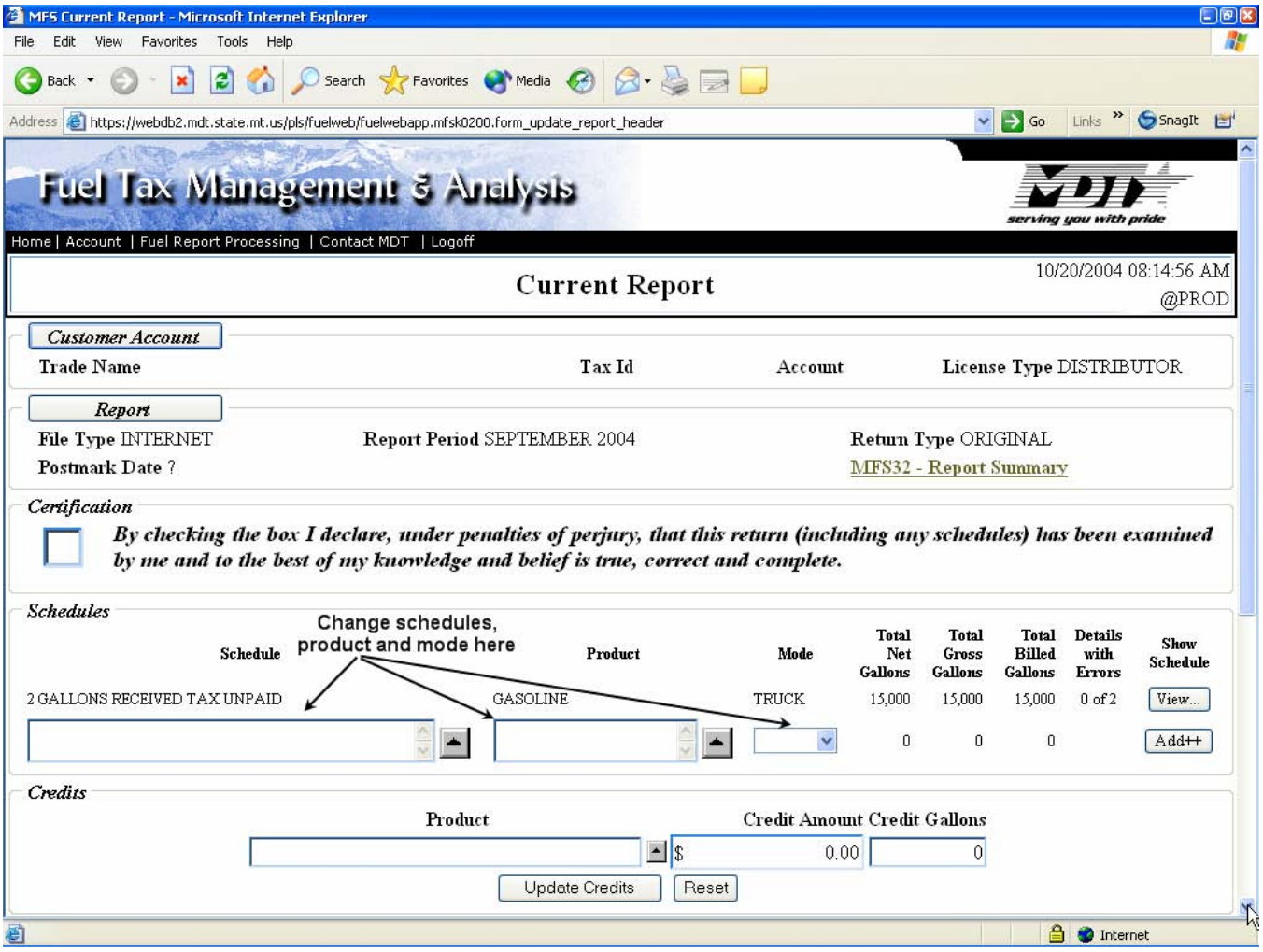
You will return to this screen where you can add a new BOL list for this schedule, product and mode.



If you want to change schedules you need to press the report button located above the schedule button.

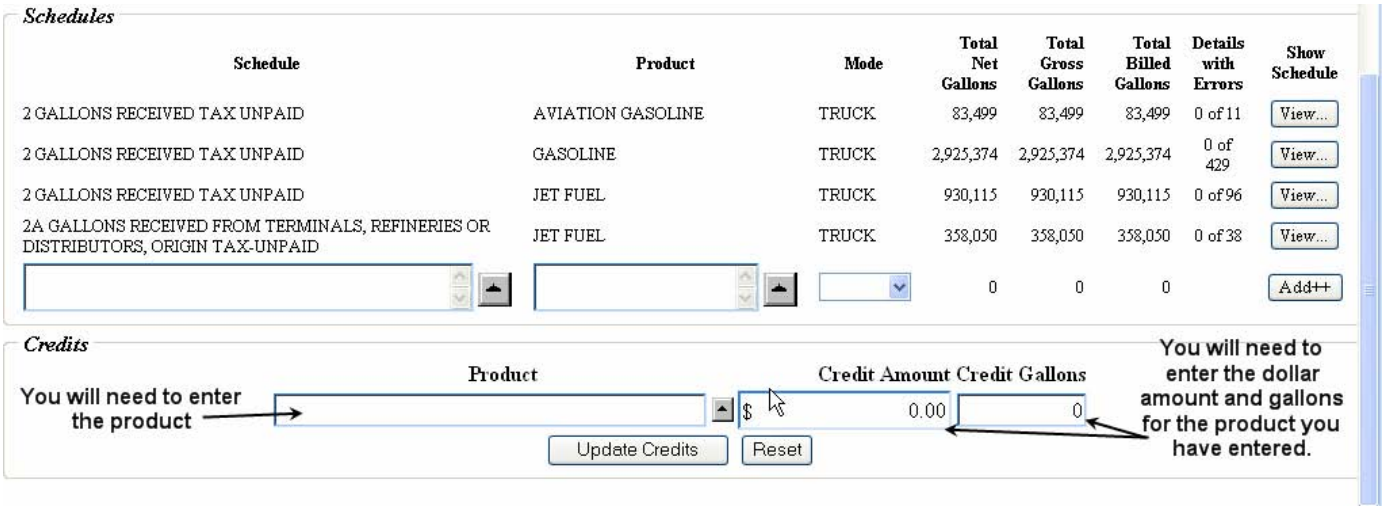
This will return you to the main screen where you can pick a new schedule, product and mode.

Remember: Once you have entered a new schedule, product and mode to click on the add button.



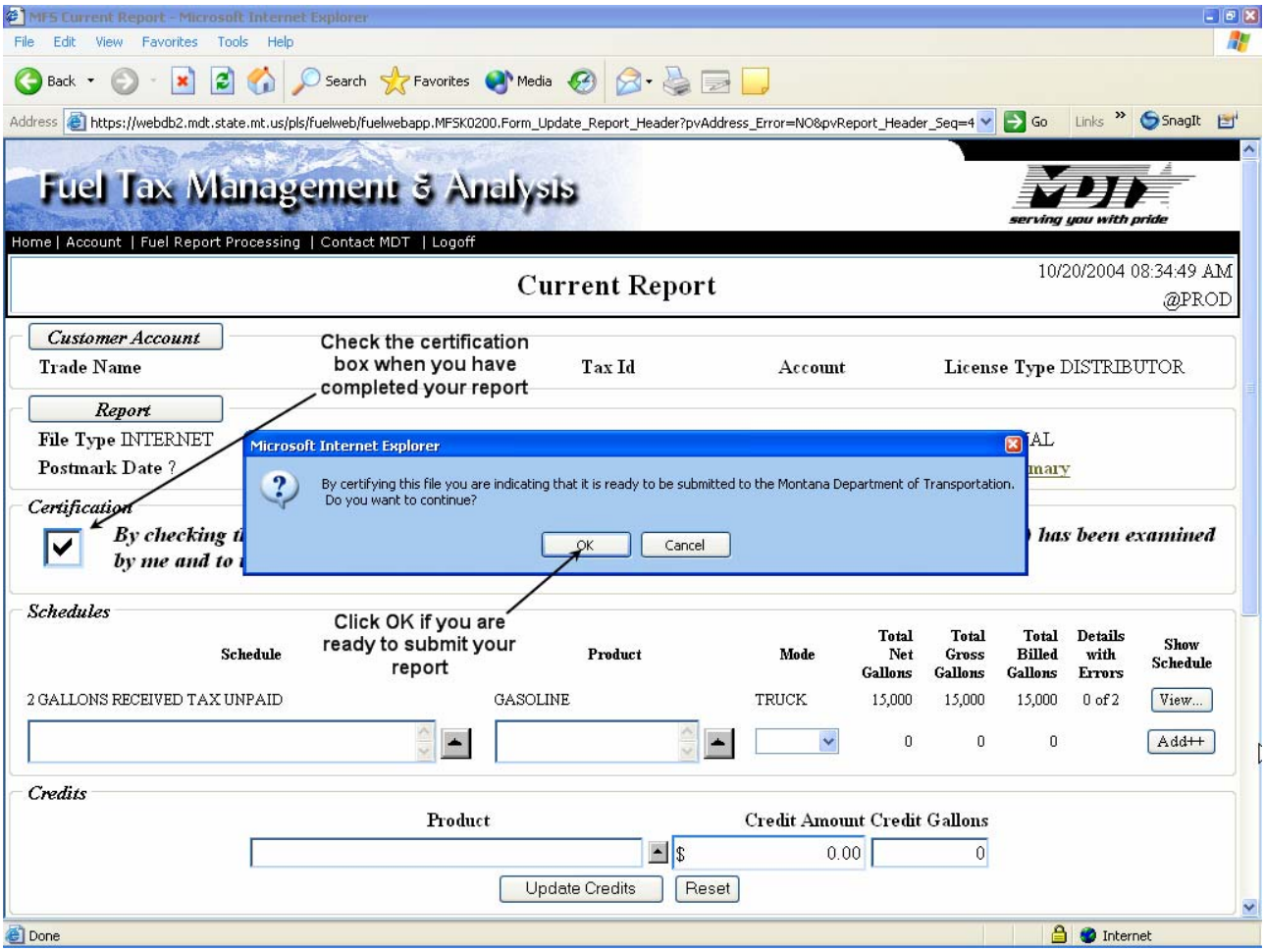
Credits

If you have any credits you need to add, you can add them on this screen. The information needed to enter your credit will be supplied from FTMA in a letter granting you the credit due. Once you have enter the credit for a product click on the "Update Credits" button to save that credit.

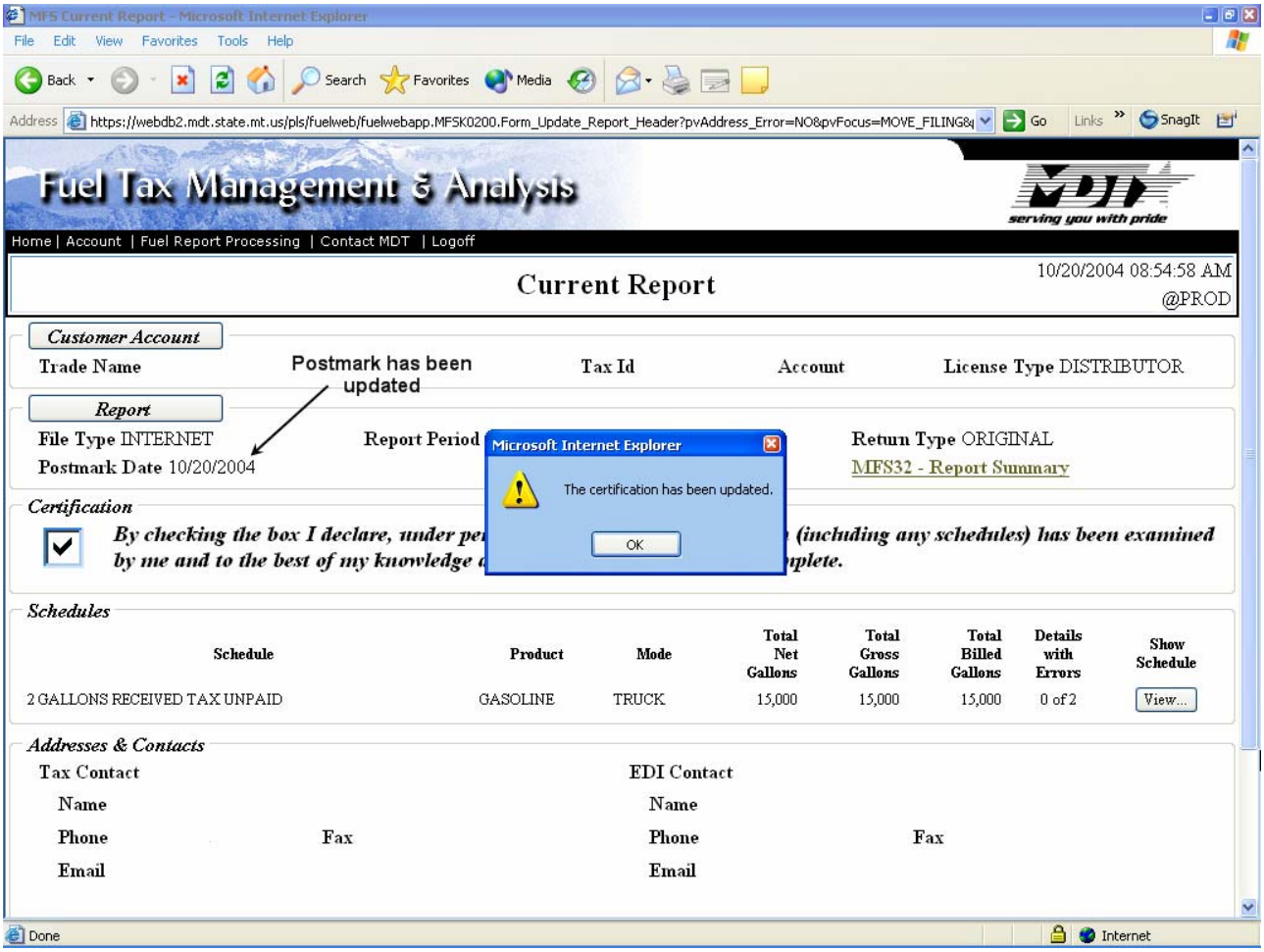


Certifying Your Report

Once you have completed entering all your schedules you need to certify your report. By certifying your report we know you are finished with your report.



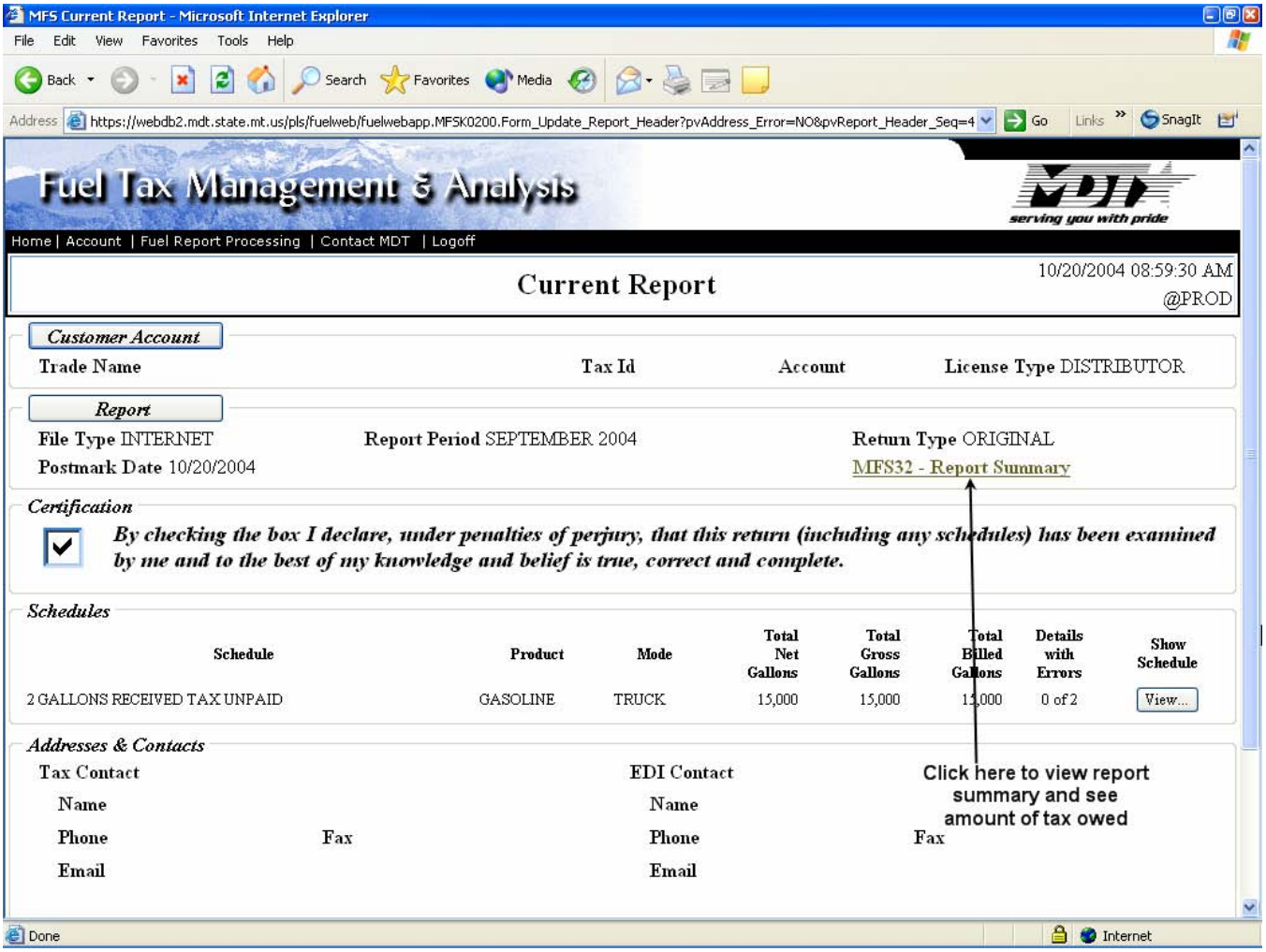
Certifying the report updates the postmark.



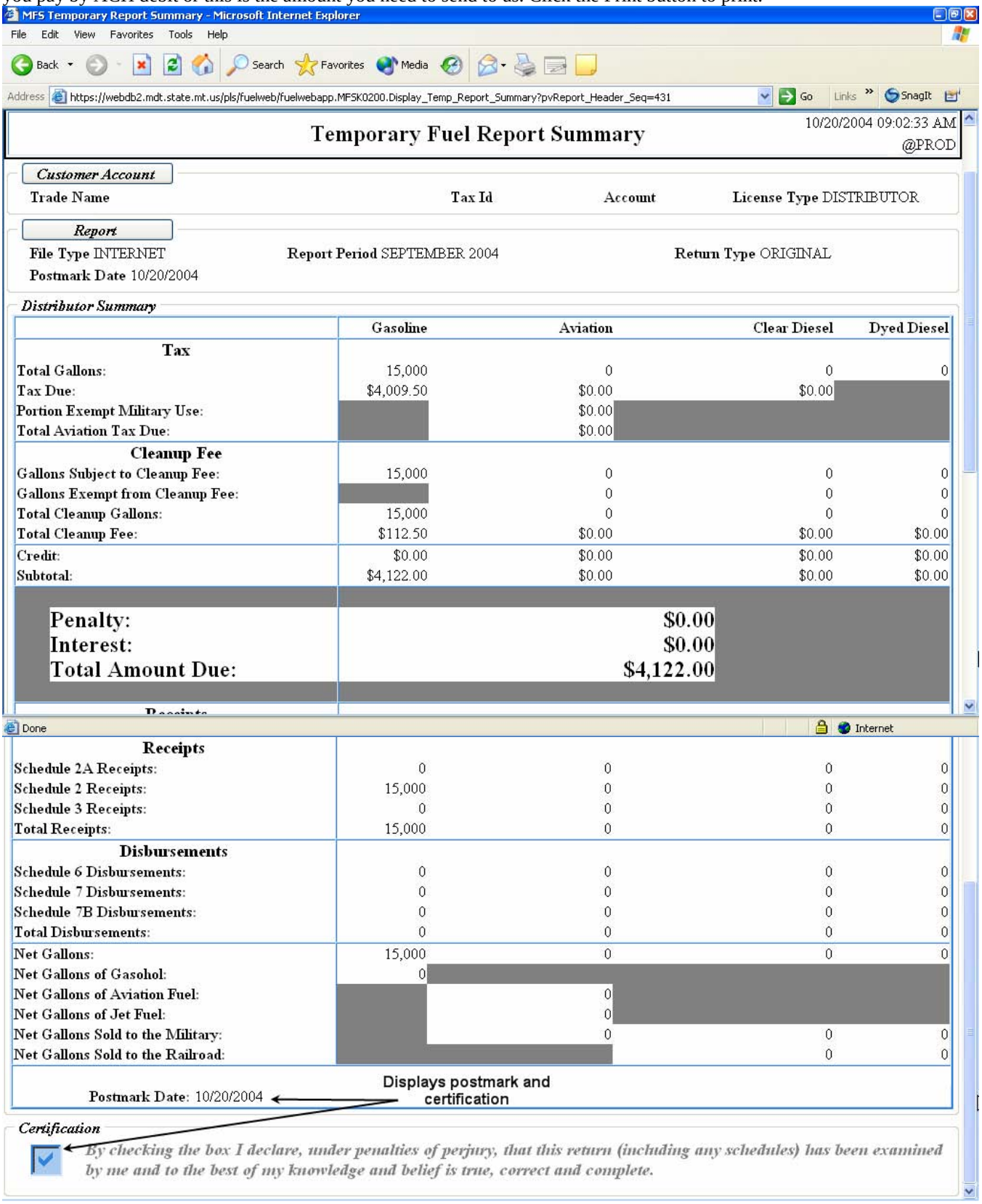
Remember to certify your report on or before the due date. If the report is not certified on or before the due date it will be considered late and you will be charged a late penalty.

Viewing and Printing Report Summary

If you click on the MFS32 – Report Summary you are able to view and print your report summary for your records.



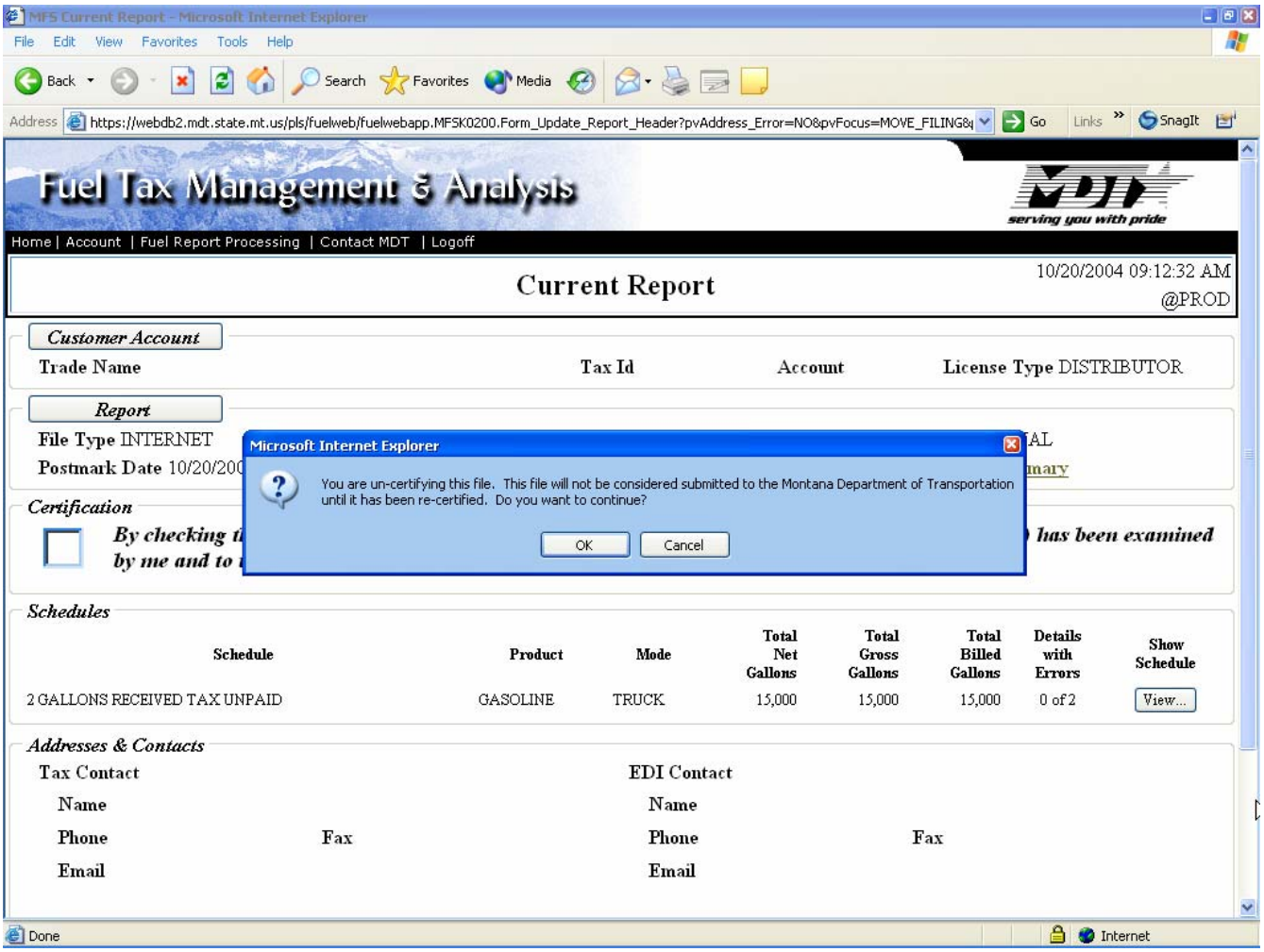
The report summary shows the amount of tax due for this report. This is the amount MDT will draft form your account if you pay by ACH debit or this is the amount you need to send to us. Click the Print button to print.

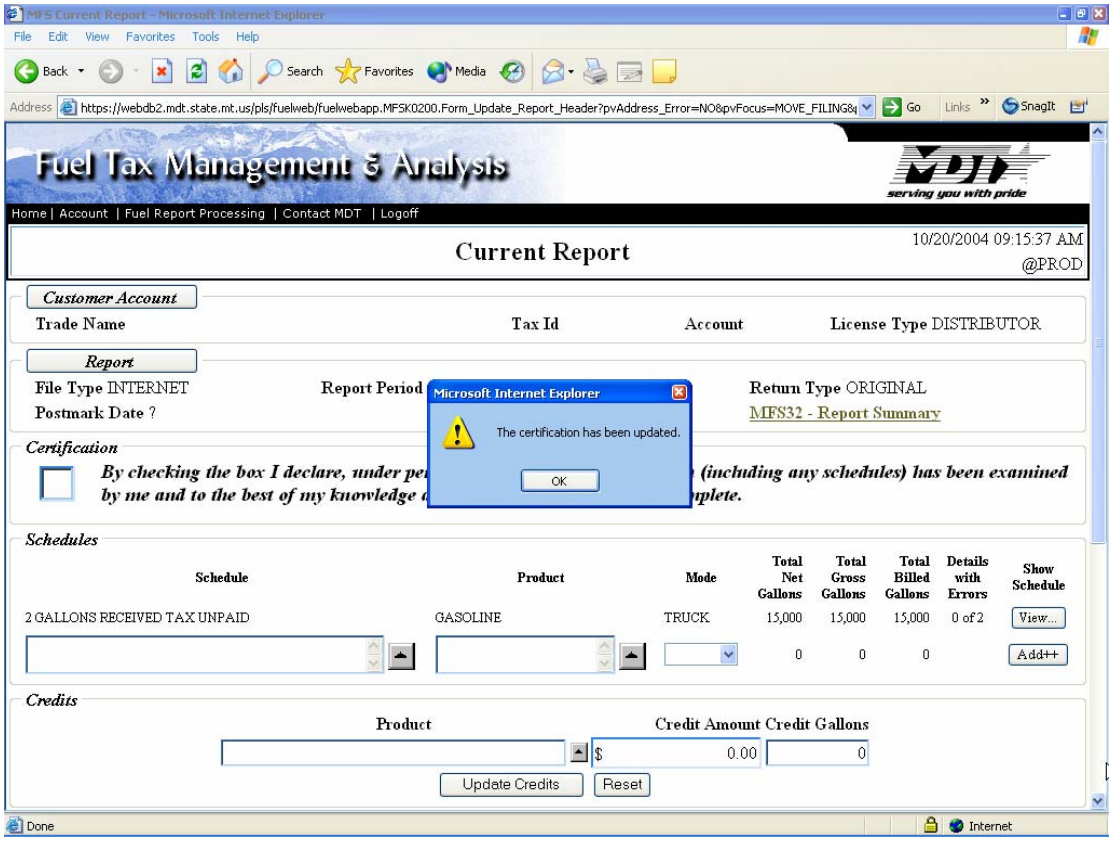


Un-certifying Your Report

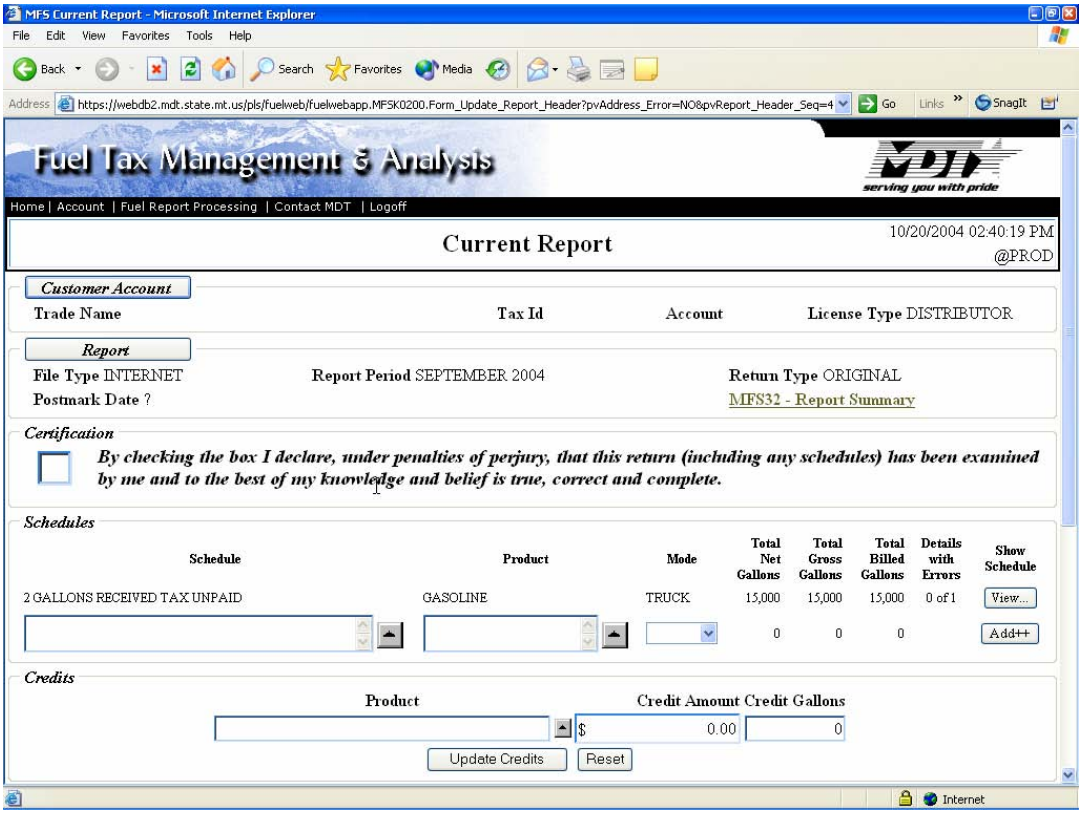
Prior to the due date, if you have found you have forgotten a load of fuel or added a load that should not have been reported, you can un-certify a report to add the missing load or delete it.

To un-certify the report, just click on the certification box. You get the message show below.



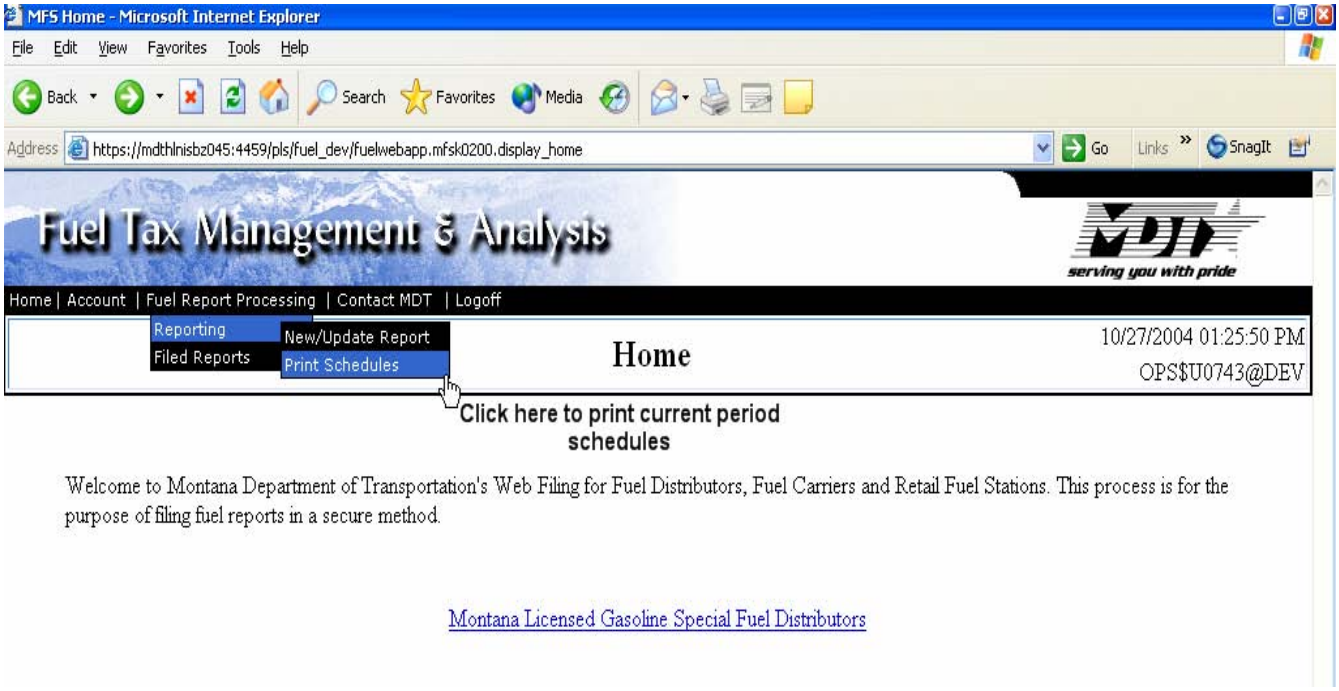


Now you can add or delete information. Remember to re-certify the report on or before the due date.

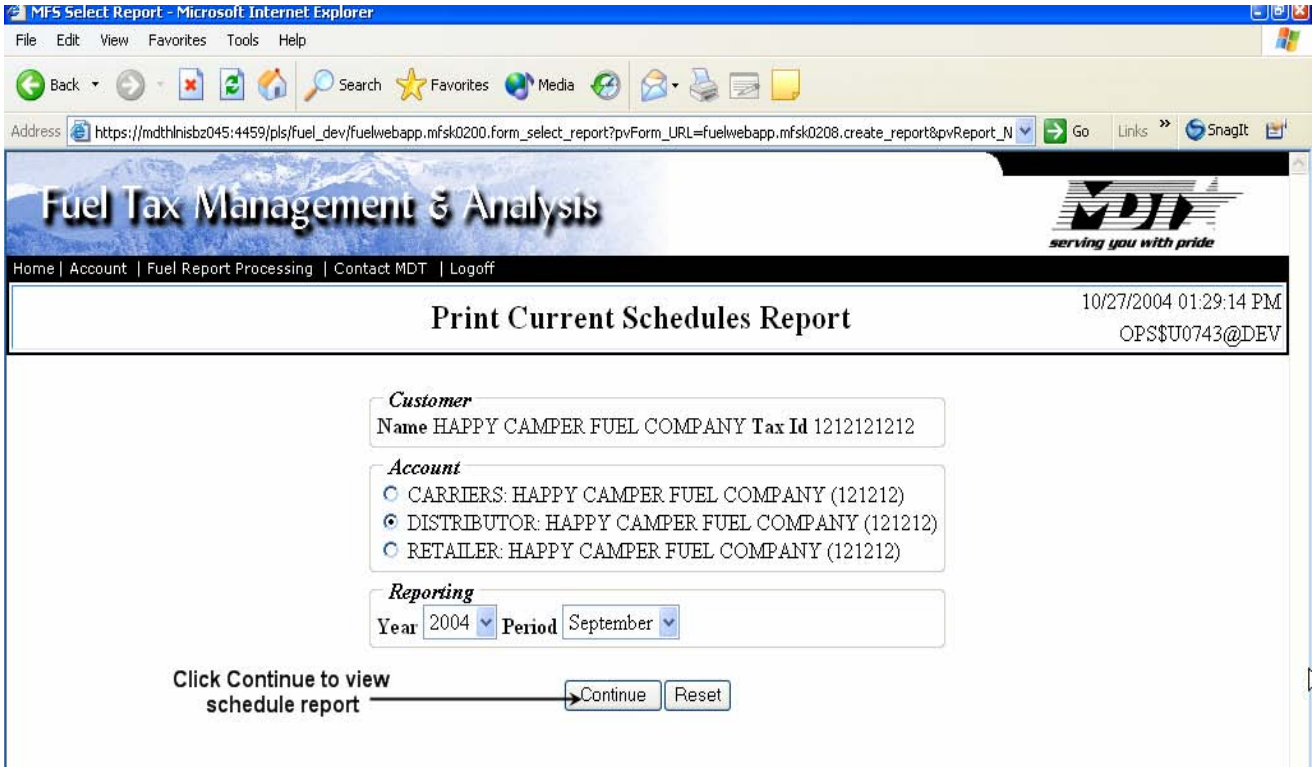


Printing Schedules for Current Report.

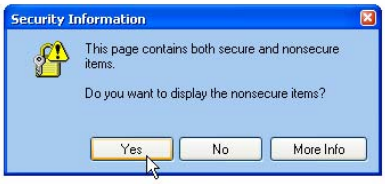
To print the schedules for your current report, you need to choose print schedules as soon below.



Make sure you have the correct period and year. Then click on continue to view and print report.

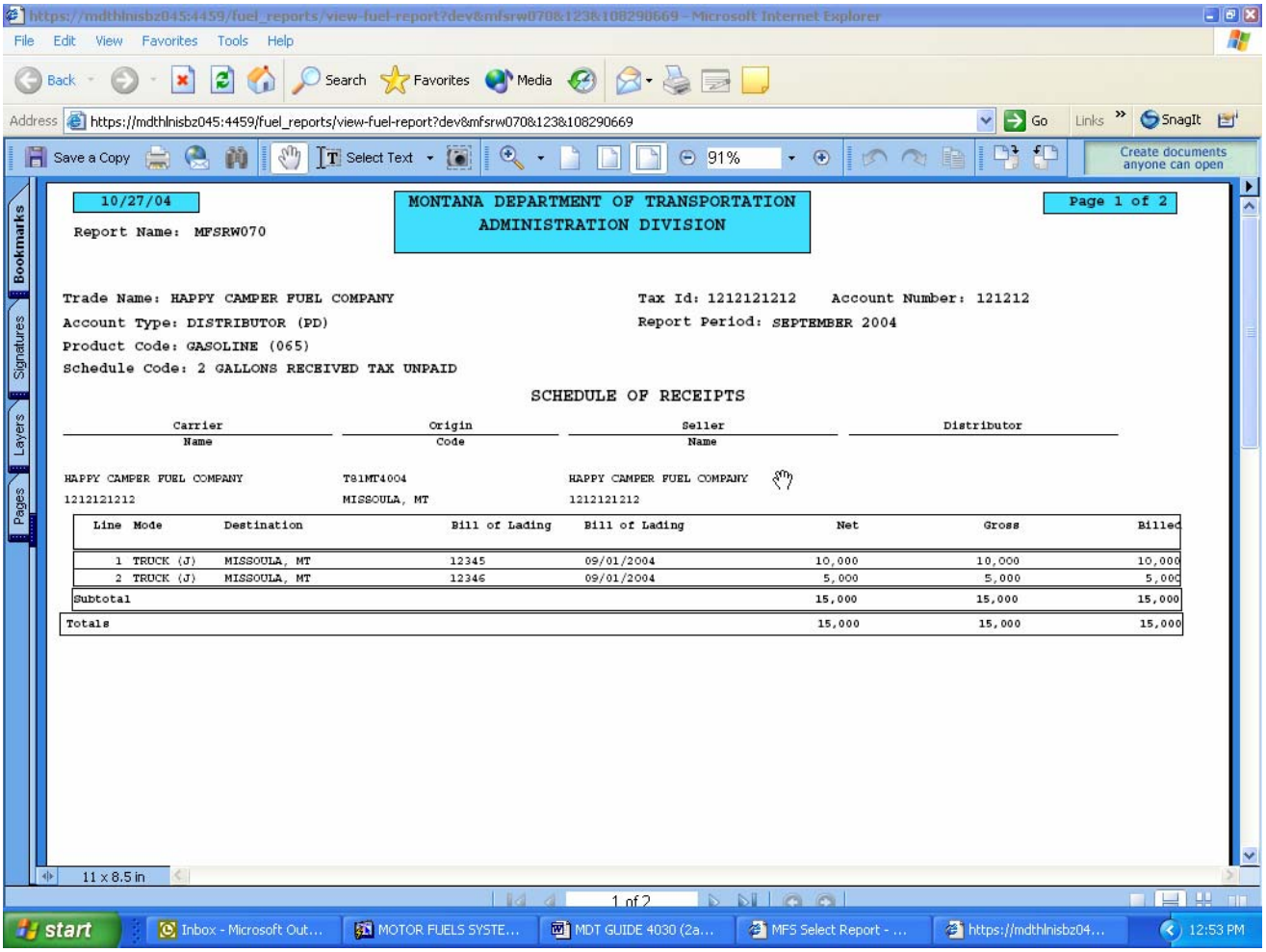


You will have to click “yes” to view the report.



Click yes to view the schedules

The report will look like this.

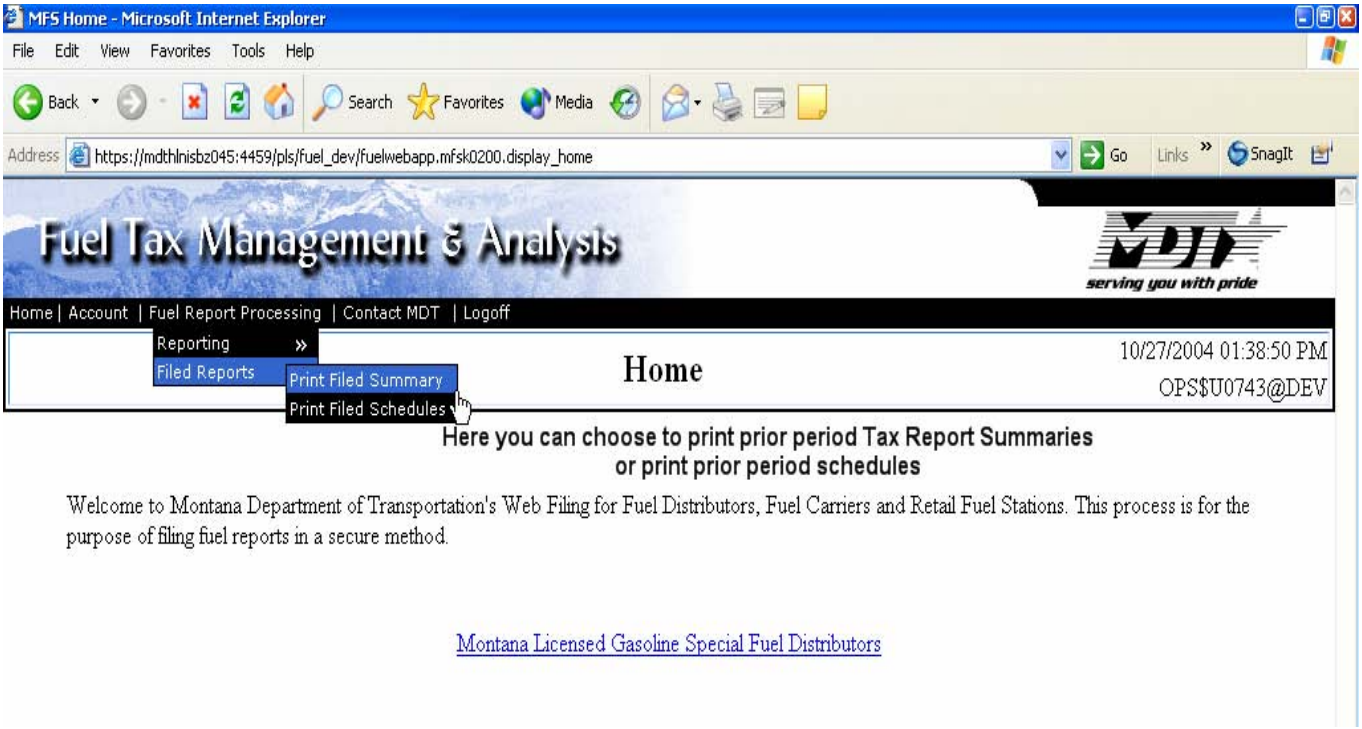


Click on the print button shown below to print your schedules.

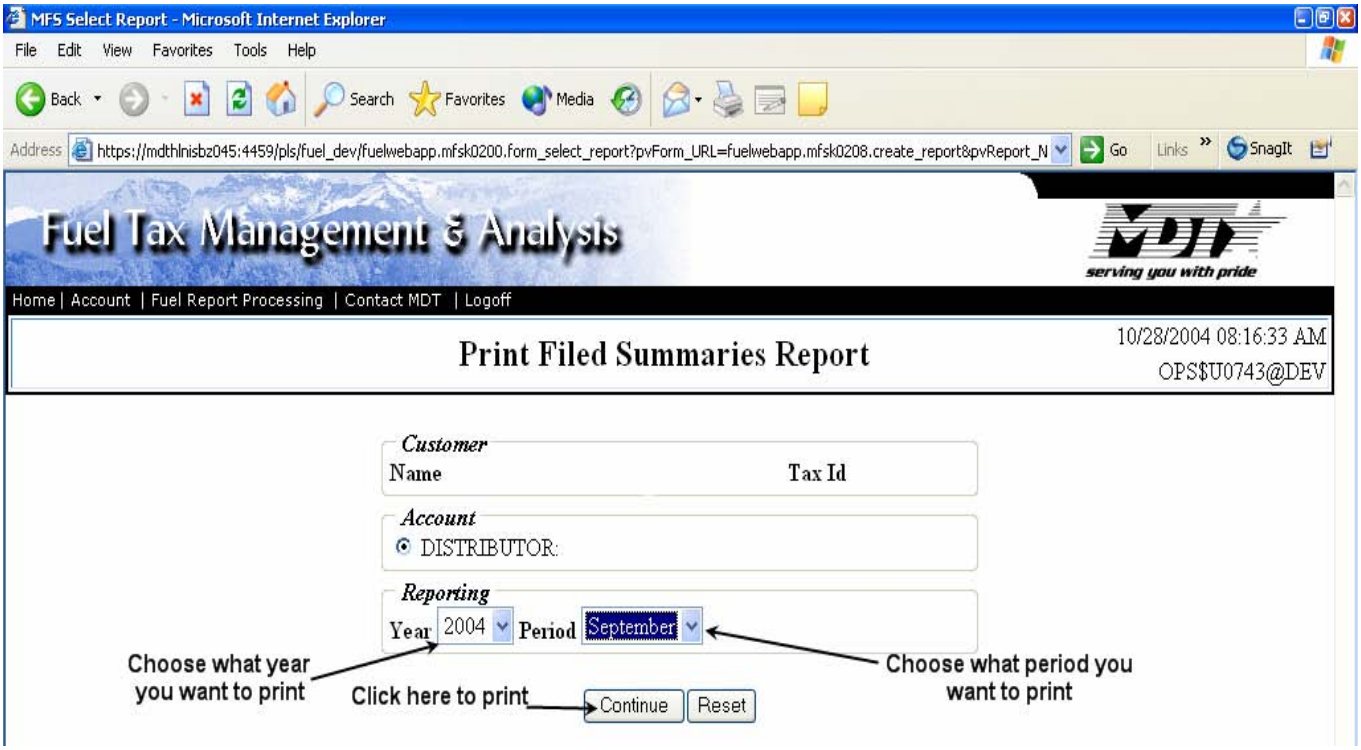
Printing Prior Period Report Summaries

You can only print prior period reports starting with July 2004. Reports prior to July 2004 are not on this system.

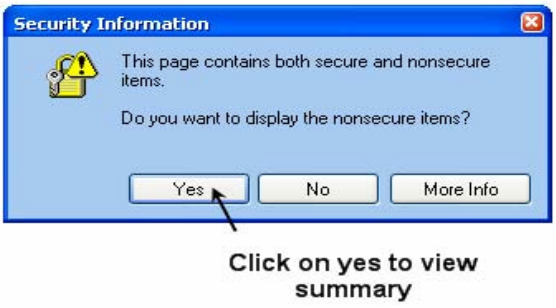
You will need to choose the Filed Reports option under Fuel Report Processing. Then choose Print Filed Summary.



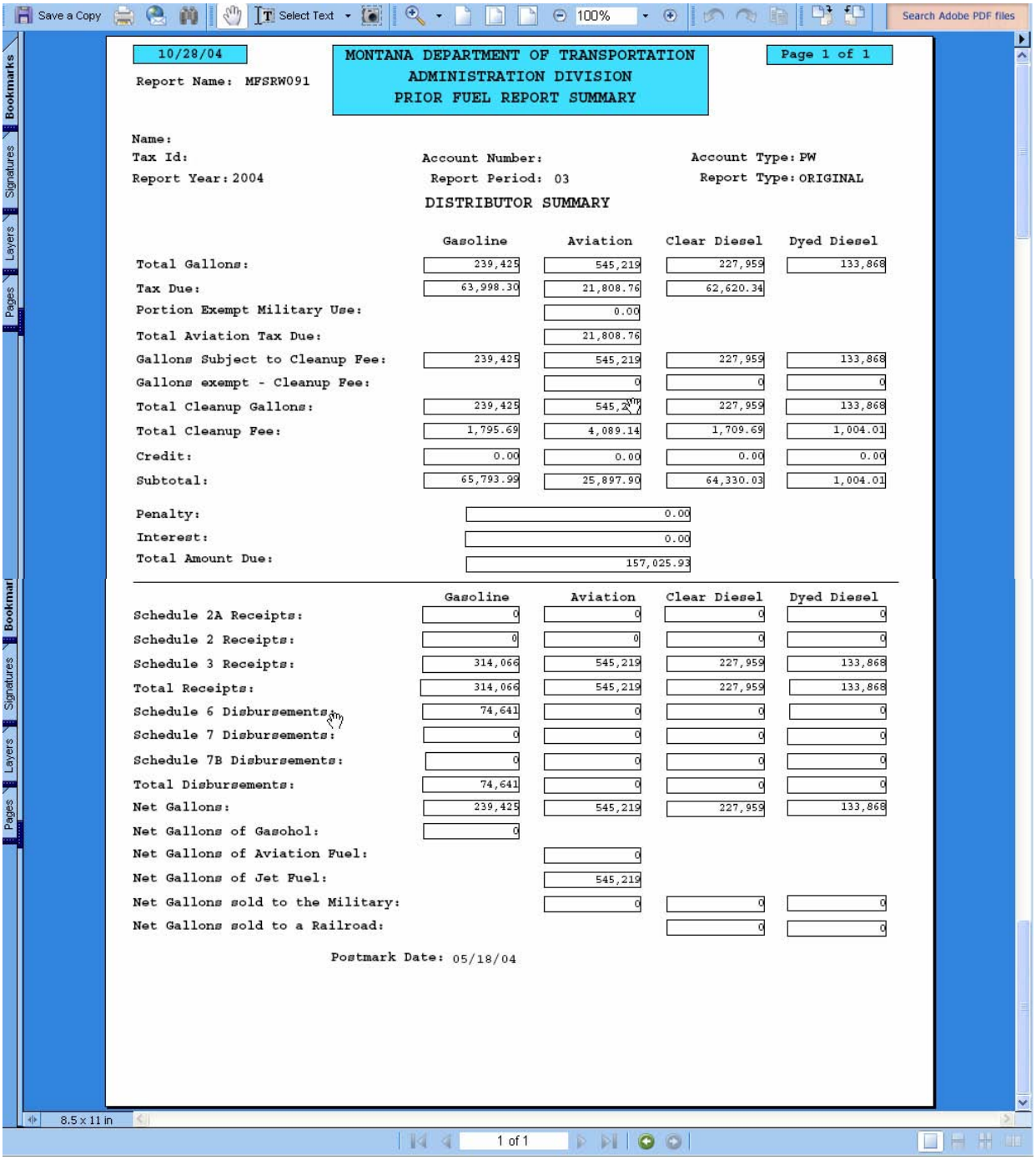
Make sure you choose the correct period and year for the report you want. Then click continue.



You will have to click “yes” to view and print summary.



Here is an example of what the summary will look like.



10/28/04

Report Name: MFSRW091

MONTANA DEPARTMENT OF TRANSPORTATION
ADMINISTRATION DIVISION
PRIOR FUEL REPORT SUMMARY

Page 1 of 1

Name:
Tax Id:
Account Number:
Account Type: PW
Report Year: 2004
Report Period: 03
Report Type: ORIGINAL

DISTRIBUTOR SUMMARY

	Gasoline	Aviation	Clear Diesel	Dyed Diesel
Total Gallons:	239,425	545,219	227,959	133,868
Tax Due:	63,998.30	21,808.76	62,620.34	
Portion Exempt Military Use:		0.00		
Total Aviation Tax Due:		21,808.76		
Gallons Subject to Cleanup Fee:	239,425	545,219	227,959	133,868
Gallons exempt - Cleanup Fee:		0	0	0
Total Cleanup Gallons:	239,425	545,2	227,959	133,868
Total Cleanup Fee:	1,795.69	4,089.14	1,709.69	1,004.01
Credit:	0.00	0.00	0.00	0.00
Subtotal:	65,793.99	25,897.90	64,330.03	1,004.01

Penalty:	0.00
Interest:	0.00
Total Amount Due:	157,025.93

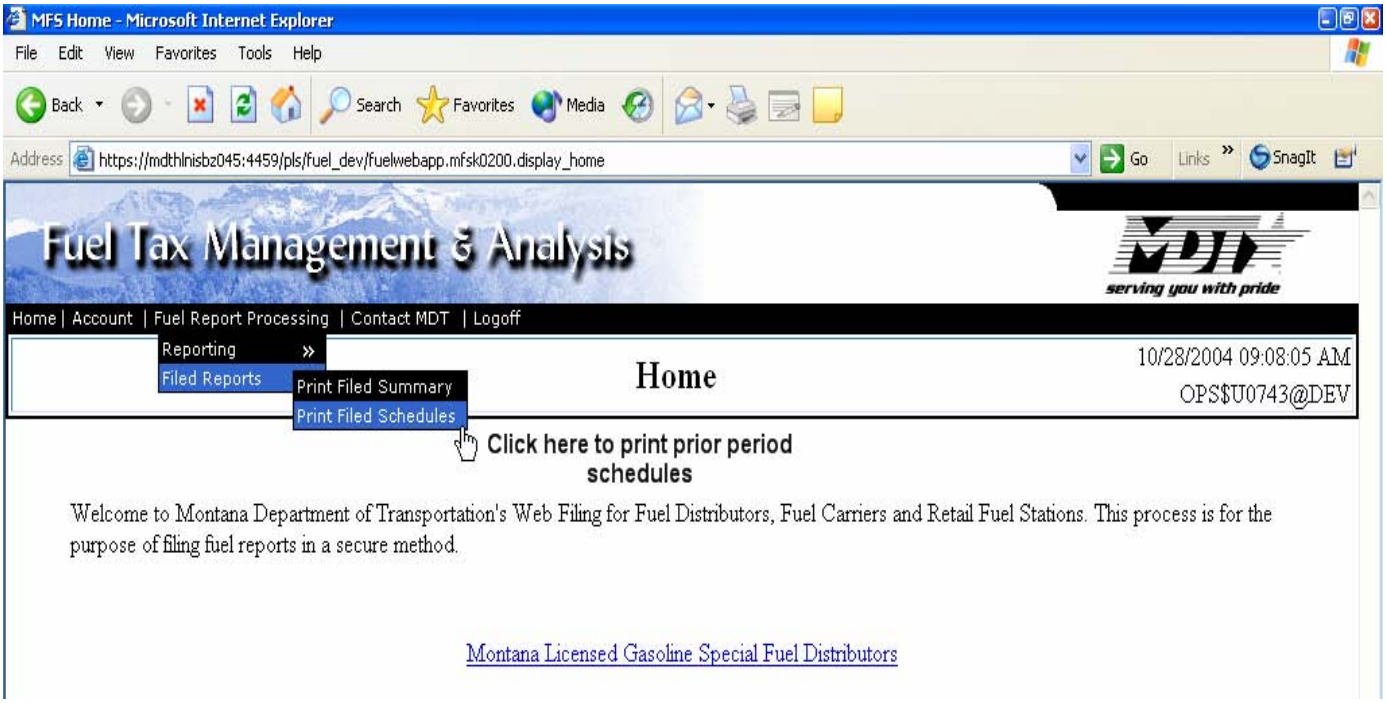
	Gasoline	Aviation	Clear Diesel	Dyed Diesel
Schedule 2A Receipts:	0	0	0	0
Schedule 2 Receipts:	0	0	0	0
Schedule 3 Receipts:	314,066	545,219	227,959	133,868
Total Receipts:	314,066	545,219	227,959	133,868
Schedule 6 Disbursements:	74,641	0	0	0
Schedule 7 Disbursements:	0	0	0	0
Schedule 7B Disbursements:	0	0	0	0
Total Disbursements:	74,641	0	0	0
Net Gallons:	239,425	545,219	227,959	133,868
Net Gallons of Gasohol:	0			
Net Gallons of Aviation Fuel:		0		
Net Gallons of Jet Fuel:		545,219		
Net Gallons sold to the Military:		0	0	0
Net Gallons sold to a Railroad:			0	0

Postmark Date: 05/18/04

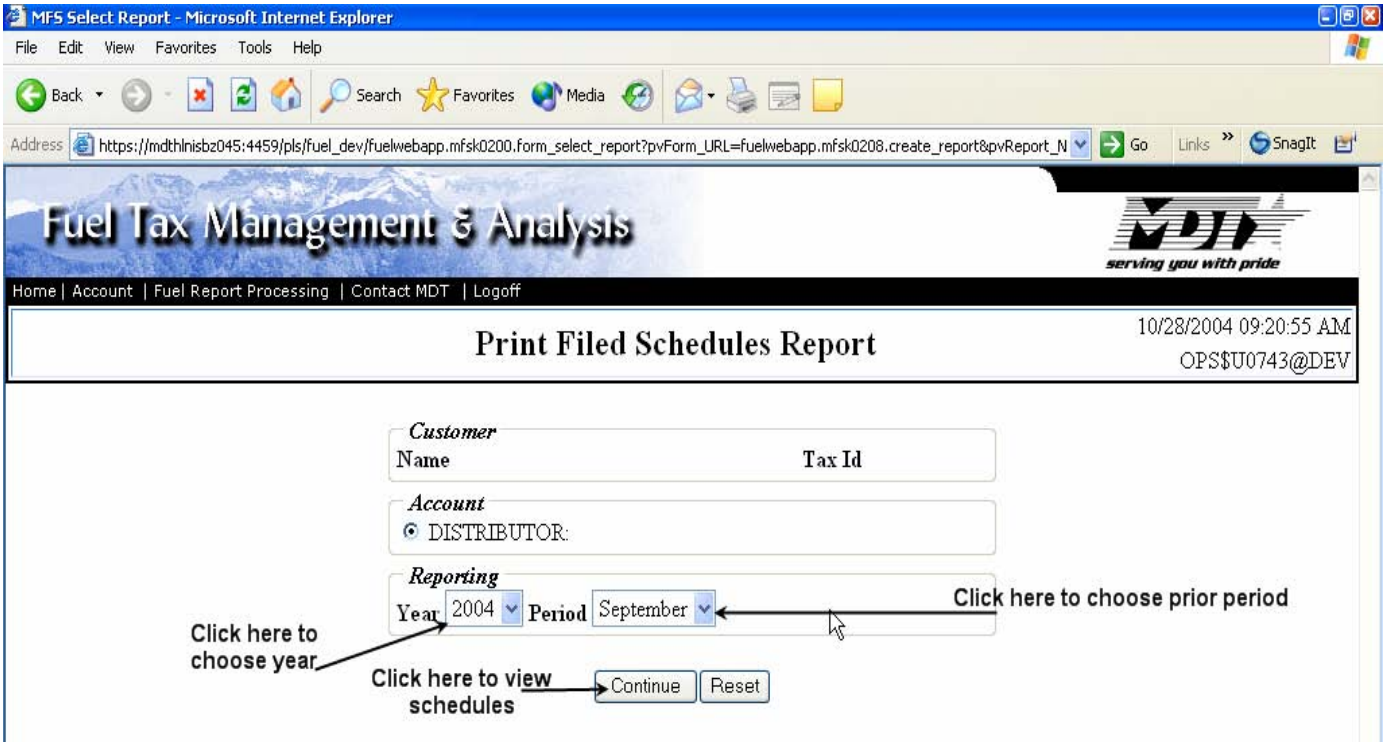
Click on the print button shown below to print your schedules.

Print Prior Period Report Schedules

You will need to choose the Filed Reports option under Fuel Report Processing. Then choose Print Filed Schedules.

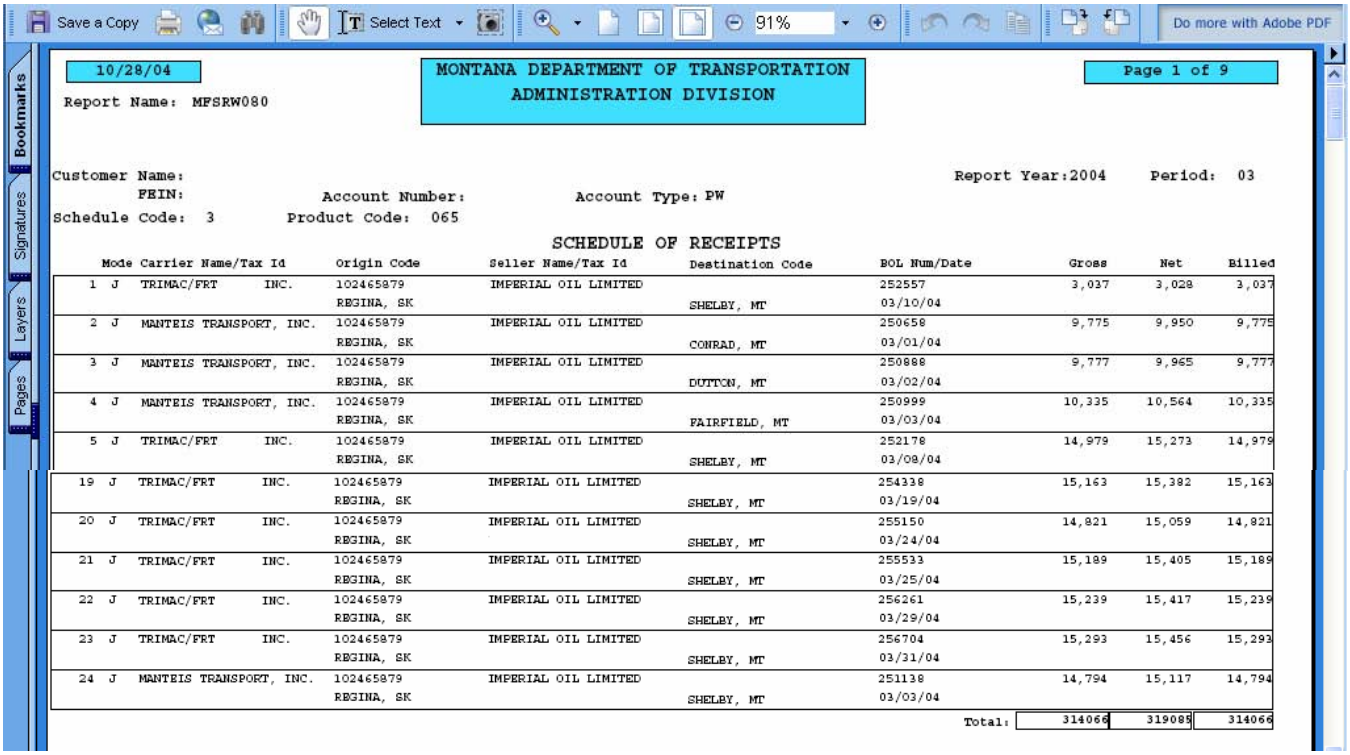


Make sure you choose the correct period and year for the report you want. Then click continue.



You will have to click “yes” to view and print schedules.

Here is an example of what the schedules will look like.

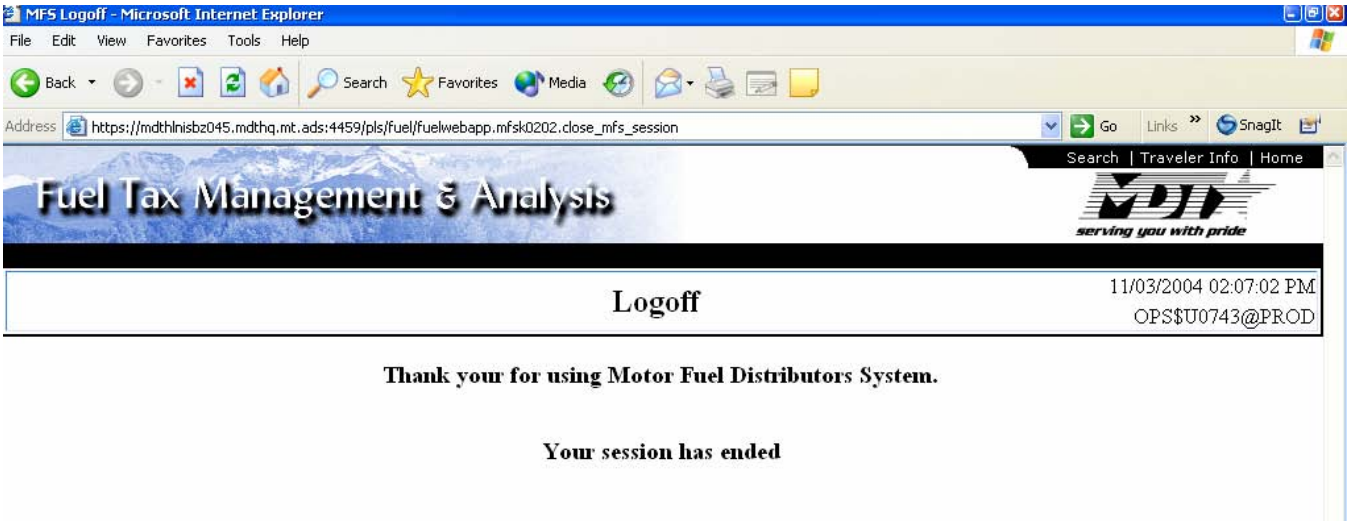


Click on the print button shown below to print your schedules.

Leaving the System

Once you have completed, certified and printed your tax report summary and schedules you need to logoff the system.

If you have properly logged off the system you will get this logoff screen.



If you have any questions or problems working in the system, FTMA can help. FTMA is able to view the same screens and information you do while you are working in your report but we cannot change your information for you.

As more features are added to the website, we will send updated pages to this guide.

Paper Forms Reporting Method (MDT forms only)

Montana Gasoline/Special Fuel Distributors monthly reporting forms are available on the Internet at http://www.mdt.state.mt.us/fuel_tax. All information on the schedules is required. Licensed Montana Distributors are required to file a report regardless if they have had any fuel activity or not.

Montana's distributor tax reports for the preceding month are due and need to be postmarked by the 25th of the month except when the 25th falls on a weekend or holiday. When this happens, the due date becomes the next business day after the 25th. For example, March 2004 report was due needed to be postmarked on or before April 26, 2004.

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Montana Department of Transportation
Administration
PO BOX 5895
HELENA MT 59604-5895
Phone: (406) 444-7276 FAX: (406) 444-0032 TTY: (406) 444-7696
www.mdt.state.mt.us

Do Not Write in this Space

Distributor's License Tax Report

Owner Name:	Trade name (dba):		
Address:			
City:	State:	Zip Code:	Phone:
License Number:	Social Security Number:	Federal ID Number:	Month:

Complete Section II - Backside

Section I

Gasoline/Special Fuel Computation

Tax	Gasoline	Aviation	Clear Diesel	Dyed Diesel
1. Total Gallons Line 9, Section II				
2. Tax Due Gas: Line 1 X .2075; Aviation: Line 1 X .04; Diesel: Line 1 X .2747	$	$	$	
3. Portion Exempt - Military use Aviation Line 13 sec II X .04		$		
4. Total Tax Due Gas: From line 2; Aviation: From line 2 minus Line 3; Diesel: From line 2	$	$	$	

Cleanup Fee

5. Gallons Subject to Cleanup Fee Gallons from Line 1 Section I Plus Gallons from Line 7 of Section II				
6. Gallons exempt - Cleanup Fee Gallons from Line 13 and 14 Section II				
7. Total Gallons Subject to Cleanup Fee Line 5 minus Line 6				
8. Total Cleanup Fee Line 7 X .0075	$	$	$	$
9. Credit **Attach Substantiation**	$	$	$	$
10. Subtotal Line 4 + Line 8 minus Line 9	$	$	$	$

11. Penalty	$
12. Interest	$
13. Total Amount Due Total of lines 10 through 12 - All Columns	$

Make remittance payable to the Department of Transportation

I declare, under penalties of perjury, that this return (including any schedules) has been examined by me and to the best of my knowledge and belief is true, correct and complete.

Forms Needed: **MF-32** ☐
MF-32A-Receipts ☐
MF-32A-Disbursements ☐

(Signature of Authorized Agent)

Title

By cooperative agreement, the Montana Department of Transportation exchanges fuel tax information with other tax collecting agencies.
Alternative accessible formats of this document will be provided on request.

ADMINMF-32 Revision 03/2005

Chapter 70, Title 15, MCA

Section II

Receipts	Gasoline	Aviation	Clear Diesel	Dyed Diesel
1. Gallons withdrawn from distributors own refinery or pipeline terminal. Total gallons from MF32A-Receipts (schedule 2a)				
2. Gallons withdrawn from other distributor's refinery or pipeline terminal. Total gallons from MF32A-Receipts (schedule 2)				
3. Gallons imported into Montana from another state. Total gallons from MF32A-Receipts (schedule 3)				
4. Total Receipts Line 1 + Line 2 + Line 3				
Disbursements				
5. Gallons delivered to licensed distributors tax not collected. Total gallons from MF-32A Disbursement (schedule 6)				
6. Gallons exported outside of Montana Total gallons from MF32A-Disbursements (schedule 7)				
7. Gallons exported or sold for export tax-paid. Total gallons from MF32A-Disbursements (schedule 7B)				
8. Total Disbursements Line 5 + Line 6 + Line 7				
9. Total Gallons Line 4 minus Line 8				
10. Portion of line 9 that is Gasohol.				
11. Portion of line 9 that is Aviation.				
12. Portion of line 9 that is Jet Fuel.				
13. Portion of line 9 that is sold to the Military Defense Fuel Supply Center. from MF32A-Disbursements, schedule 8				
14. Portion of line 9 that is sold to a railroad. from MF32A-Disbursements, schedule 10Y				

Tax Exempt Information:

Gasoline: NO gasoline or gasohol is exempt from the Montana Distributors License Tax unless sold to another licensed distributor, or exported out of Montana by a licensed distributor.

Aviation: Only those gallons of JP-4 and JP-8 that are sold to the Military Defense Fuel Supply Center are exempt from the total .04 Aviation tax. All other gallons distributed in the state and not sold to another licensed distributor are taxable at .04 per gallon.

Clear Diesel: NO clear diesel is exempt from the Montana Distributors License Tax unless sold to another licensed distributor, or exported out of Montana by a licensed distributor.

Dyed Diesel: Exempt from the Montana Distributors License Tax.

Cleanup Fee Exemption Information:

Gasoline: NO gasoline or gasohol is exempt from the Montana Petroleum Storage Cleanup Fee unless sold to another licensed distributor, or exported out of Montana by a licensed distributor.

Aviation: Only those gallons of JP-4 and JP-8 that are sold to the Military Defense Fuel Supply Center are exempt from the Montana Petroleum Storage Cleanup Fee. All other gallons distributed within the state and not sold to another licensed distributor are subject to the cleanup fee.

Clear Diesel: Only those gallons of clear diesel fuel sold to a railroad, the Military Defense Fuel Supply Center, another licensed distributor, or exported out of Montana by a licensed distributor are exempt.

Dyed Diesel: Only those gallons of dyed diesel fuel sold to a railroad, the Military Defense Fuel Supply Center, another licensed distributor, or exported out of Montana by a licensed distributor are exempt.

Rate Schedule

Gasoline: Tax rate is .2475 (which is .27 less 1% collection allowance).
Cleanup fee is .0075.

Aviation: Tax rate is .04.
Cleanup fee is .0075.

Clear Diesel: Tax rate is .2747 (which is .2775 less 1% collection allowance)
Cleanup fee is .0075.

Dyed Diesel: Tax rate is none.
Cleanup fee is .0075.

Penalities:

Late Filing=$100

Late Pay=$100 or 10% of total tax liability which ever is greater.

Interest:

Posted daily at an annual percentage rate of 12%.
Example: (.0 12 /365) X Number of days late X Tax liability

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Montana Department of Transportation
Administration Division

Distributors Schedule of Disbursements

POBOX 5895
HELENA, MT 59604-5895
Phone: (406)444-7276
Fax: (406)444-6032
TTY: (406) 444-7696

Company Name	License Number	FEIN	Month / Year

Schedule Type: (Circle One)

5 Gallons delivered tax collected
5R Gallons delivered to Native American reservation tax collected.
6 Gallons delivered to licensed motor fuel distributors - tax not collected.
7 Gallons exported to state of _____.
7B Gallons exported or sold for export already taxed.
8 Gallons delivered to US Government - tax exempt.
10 Gallons delivered to tax exempt entities (cleanup fee only).
10Y Gallons delivered tax exempt to railroad.

Product Type - (Circle One)

065 Gasoline	125 Aviation Gasoline	072 Kerosene - Dye Added	284 Biodiesel - Undyed
123 Alcohol	130 Jet Fuel (includes JP4 & JP8)	160 Diesel Fuel - Undyed	290 Biodiesel - Dye Added
124 Gasohol	142 Kerosene - Undyed	228 Diesel Fuel - Dye Added	

(1) Carrier Name	(2) Carrier FEIN	(3) Mode	(4) Point of Origin	(4) Point of Destination	(5) Terminal Code	(6) Sold To	(7) Purchaser's FEIN	(8) Date Shipped	(9) Bill of Lading Number	(10) Net Gallons	(11) Gross Gallons	(12) Billed Gallons
									Total			

MF32AD Revision 3/2003

Chapter 70, Title 15, MCA

Instructions
Distributor Report - Schedule(s) of Disbursements

General Instructions

This schedule(s) provide detail in support of the amount(s) shown as disbursements on the Distributor Report. Each disbursement of product should be listed on a separate line.

Identifying Information

Company Name, FEIN and License Number - Enter the name and numbers for the distributor shown on the Distributor Report.

Schedule Type and Product Type - Circle one of each.

Column Instructions

Column (1) & (2)	Carrier - Enter the name and FEIN of the company that transports the product.
Column (3):	Mode of Transportation - Enter the mode of transportation. Use one of the following: J - Truck P - Pipeline B - Barge R - Rail S - Ship (Great Lakes or ocean marine vessels)
Column (4):	Point of Origin/Destination - Enter the location the product was transported from/to.
Column (5):	Terminal Code - Use the IRS Terminal Control Code.
Column (6) & (7):	Sold To - Enter the name and FEIN of the company the product was sold to.
Column (8):	Date Shipped - Enter the date the product was shipped.
Column (9):	Bill of Lading Number - Enter the identifying number from the bill of lading.
Column (10):	Net Gallons - Enter the net amount of gallons disbursed.
Column(11):	Gross Gallons - Enter the gross amount of gallons disbursed.
Column (12):	Billed Gallons (use only if required by reporting state) - Enter the number of gallons billed to the customer (should equal either net or gross gallons).

Provide a grand total for columns 10, 11 and 12 on the last page of each schedule type for that schedule. Carry the total forward (gross as required by the reporting state) to the appropriate disbursements line on the Distributor Report.

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Montana Department of Transportation
Administration Division

PO BOX 5895
HELENA MT
59604-5895
Phone : (406) 444-7276
FAX: (406) 444-6032
TTY: (406) 444-7696

Distributors Schedule of Receipts

Company Name	License Number	FEIN	Month / Year

Schedule Type: (Circle One)

2 Gallons received from licensed motor fuel distributors tax unpaid.
2B Gallons received from distributor's own refinery or pipeline terminal tax unpaid.
3 Gallons imported from another state direct to customer.

Product Type - (Circle One)

065 Gasoline	125 Aviation Gasoline	072 Kerosene - Dye Added	284 Biodiesel - Undyed
123 Alcohol	130 Jet Fuel (includes JP4 & JP8)	160 Diesel Fuel - Undyed	290 Biodiesel - Dye Added
124 Gasohol	142 Kerosene - Undyed	228 Diesel Fuel - Dye Added	

(1) Carrier Name	(2) Carrier FEIN	(3) Mode	(4) Point of		(5) Acquired From	(6) Seller's FEIN	(7) Date Received	(8) Bill of Lading Number	(9) Net Gallons	(10) Gross Gallons	(11) Billed Gallons
			Origin	Destination							
								Total			

MF-32AR Revision 03/2003

Chapter 70, Title 15, MCA

Instructions
Distributor Report - Schedule(s) of Receipts

General Instructions

This schedule(s) provide detail in support of the amount(s) shown as receipts on the Distributor Report. Each receipt of product should be listed on a separate line.

Identifying Information

Company Name, FEIN and License Number - Enter the name and numbers for the distributor shown on the Distributor Report.
Schedule Type and Product Type - Circle one of each.

Column Instructions

Column (1) & (2): Carrier - Enter the name and FEIN of the company that transports the product.

Column (3): Mode of Transportation - Enter the mode of transportation. Use one of the following:
J - Truck
P - Pipeline
B - Barge
R - Rail
S - Ship (Great Lakes or ocean marine vessels)

Column (4): Point of Origin/Destination - Enter the location the product was transported from/to.

Column (5) & (6): Acquired From/Sellers FEIN - Enter the name and FEIN of the company the product was acquired from.

Column (7): Date Received - Enter the date the product was received.

Column (8): Bill of Lading Number - Enter the identifying number from the bill of lading..

Column (9): Net Gallons - Enter the net amount of gallons received.

Column (10): Gross Gallons - Enter the gross amount of gallons received.

Column (11): Billed Gallons (use only if required by reporting state) - Enter the number of gallons billed to the customer (should equal either net or gross gallons).

Provide a grand total for columns 9, 10 and 11 on the last page of each schedule type for that schedule. Carry the total forward (gross as required by the reporting state) to the appropriate receipt lines on the Distributor Report.

By cooperative agreement, the Montana Department of Transportation exchanges fuel tax information with other tax collecting agencies. Alternative accessible formats of this document will be provided on request.

Chapter 6 - File Transfer Method

Submit Motor Fuels Tax Report EDI File

The examples in this chapter are based on Microsoft Internet Explorer. Your browser may look slightly different.

Create your EDI file to be submitted to the Montana Department of Transportation.

The file name must be in the format of MTyymmm######.txt.

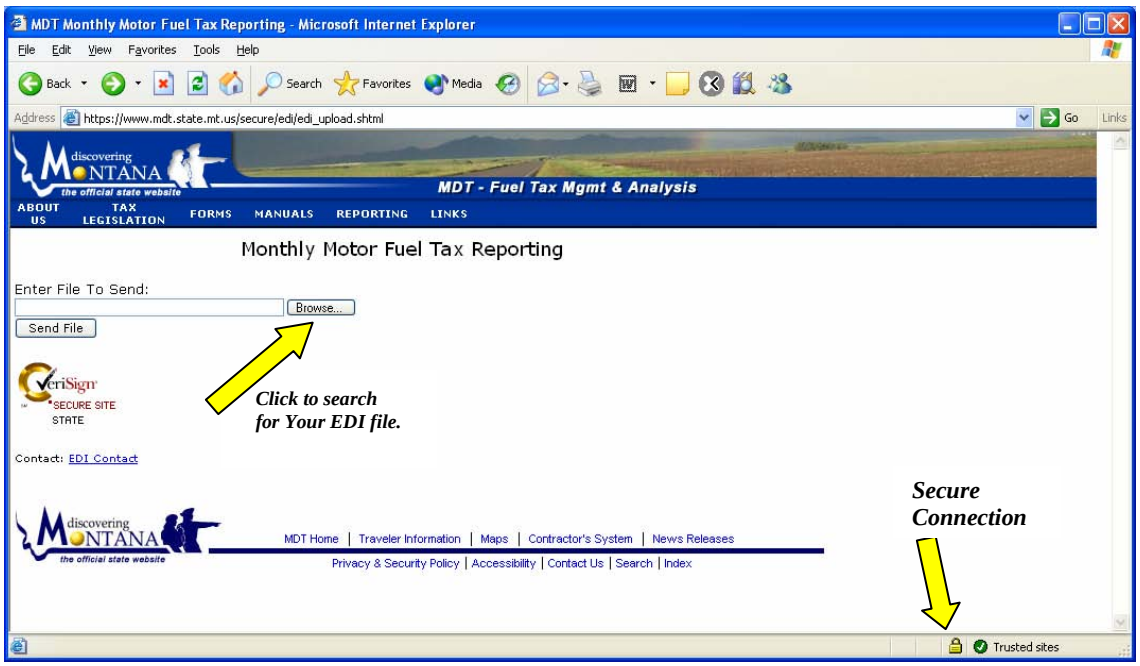
MT	=	state of Montana
yy	=	2 digit year
mmm	=	3 character month (capital letters)
######	=	6 digit license number (starts with a zero)
.txt	=	3 character file extension

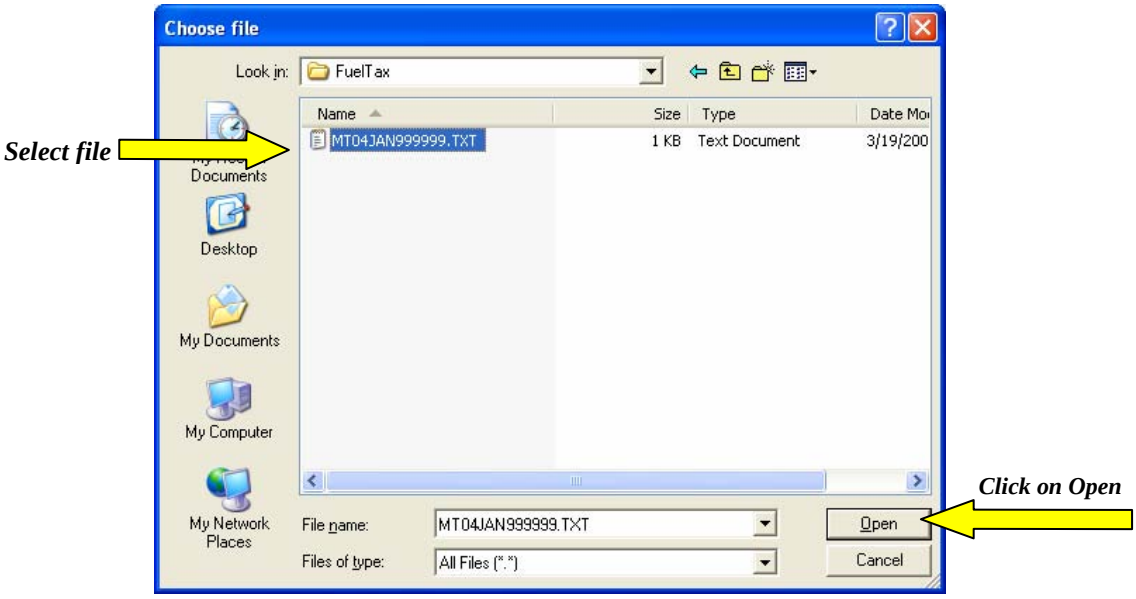
Through your WEB browser connect to the following web site

https://www.mdt.state.mt.us/secure/edi/edi_upload.shtml

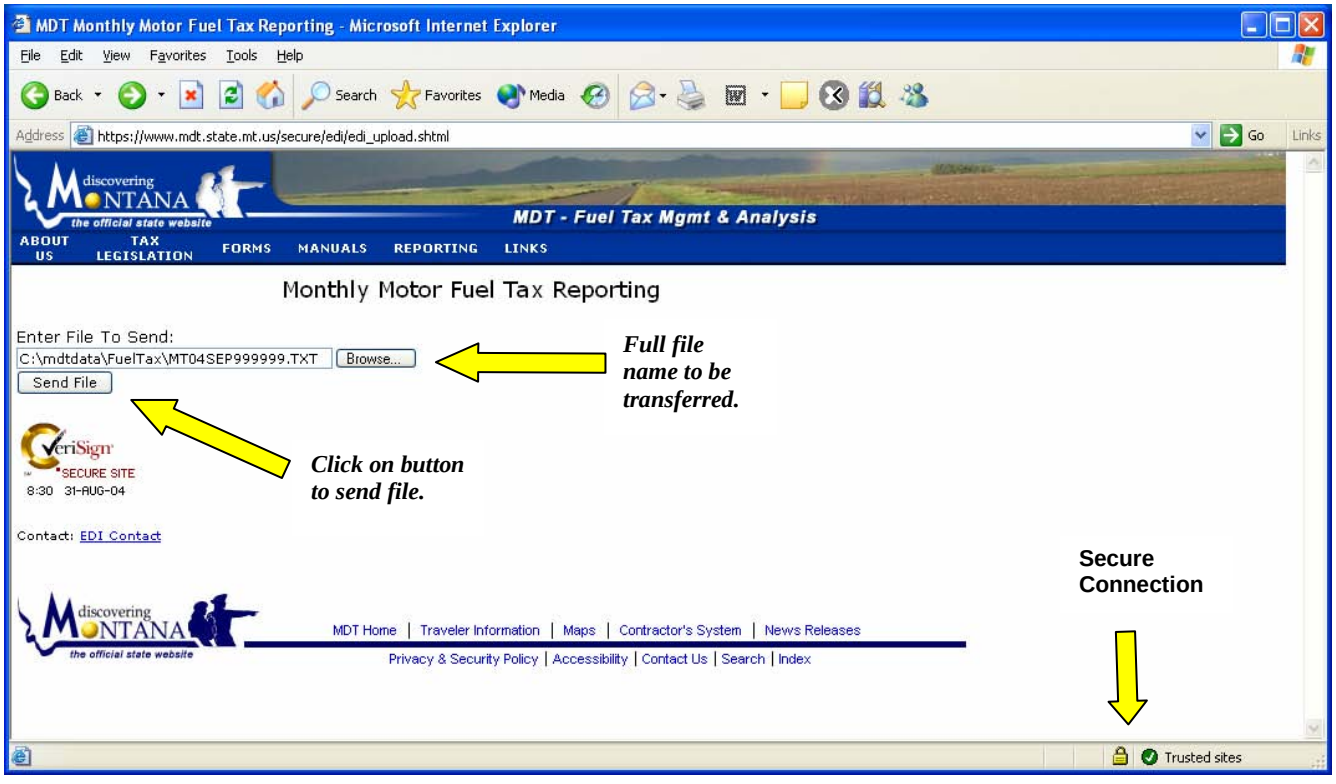
The following window displays on your machine allowing you to select the file from your PC to be transferred to the Montana Department of Transportation.

Click on the "Browse" button or enter the full path for the Motor Fuels Tax EDI file. The "Browse" button brings up the following screen to allow you to search for the file.

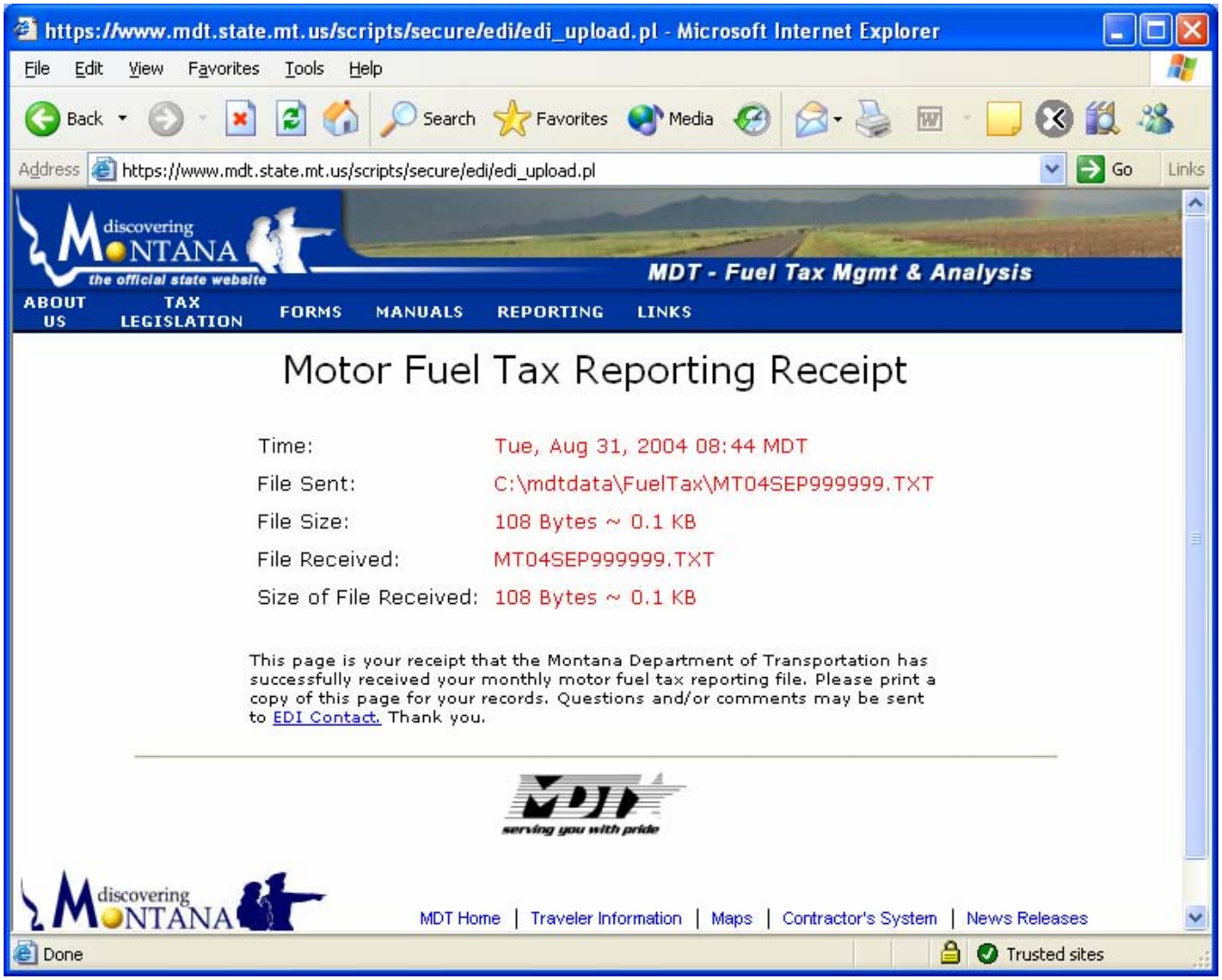




Select the directory where your fuel tax EDI file exists. Select the EDI file by scrolling down to the defined file. Click on the "Open" button. The file transfer screen will display with the file name filled in.

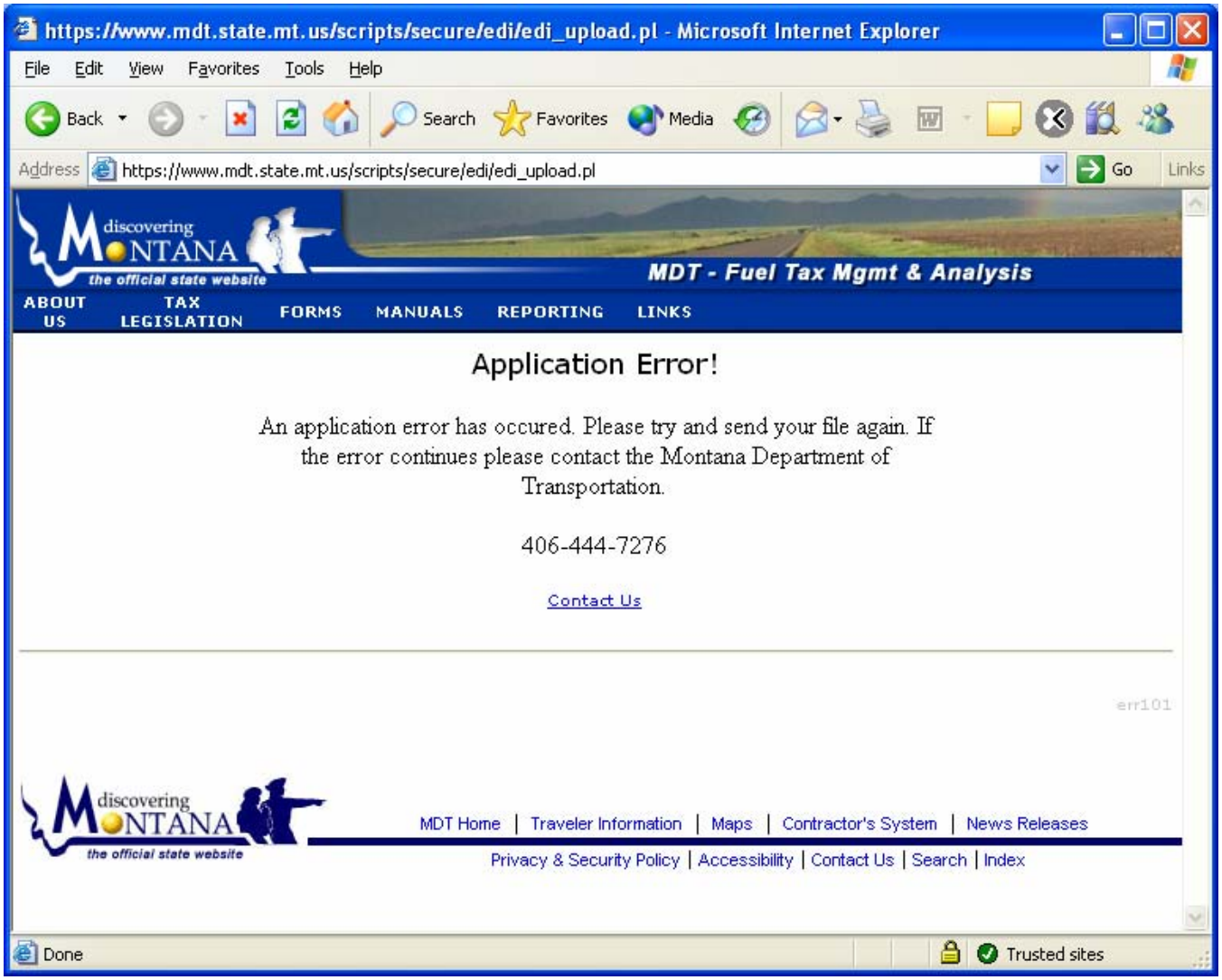


Click on the "Send File" button to transfer the file to the Montana Department of Transportation. You will receive a confirmation notifying you that MDT received the file at a certain date and time.



You can print this screen to keep a paper copy of this confirmation. A secondary notice will follow by e-mail within 2 working days verifying the tax liability computed by the Montana Department of Transportation.

If you receive the following error message, check that the name of the file follows the format defined above and that the file is truly an EDI file.


https://www.mdt.state.mt.us/scripts/secure/edi/edi_upload.pl - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.mdt.state.mt.us/scripts/secure/edi/edi_upload.pl
Go Links
discovering MONTANA
the official state website
MDT - Fuel Tax Mgmt & Analysis
ABOUT US
TAX LEGISLATION
FORMS
MANUALS
REPORTING
LINKS
Application Error!
An application error has occured. Please try and send your file again. If the error continues please contact the Montana Department of Transportation.
406-444-7276
Contact Us
err101
discovering MONTANA
the official state website
MDT Home | Traveler Information | Maps | Contractor's System | News Releases
Privacy & Security Policy | Accessibility | Contact Us | Search | Index
Done
Trusted sites

Appendix A - USA States, Canadian Provinces/Territories and Mexican States Codes

United States of America (USA) State	Abbreviation	Canadian (CAN) Province/Territory	Abbreviation
Alabama	AL	Alberta	AB
Alaska	AK	British Columbia	BC
Arizona	AZ	Manitoba	MB
Arkansas	AR	New Brunswick	NB
California	CA	Newfoundland	NL
Colorado	CO	Northwest Territory	NT
Connecticut	CT	Nova Scotia	NS
Delaware	DE	Nunavut	NU
District of Columbia	DC	Ontario	ON
Florida	FL	Prince Edward Island	PE
Georgia	GA	Quebec	QC
Hawaii	HI	Saskatchewan	SK
Idaho	ID	Yukon Territory	YT
Illinois	IL		
Indiana	IN	**Mexican (MEX) State**	**Abbreviation**
Iowa	IA	Aguascalientes	AG
Kansas	KS	Baja California	BJ
Kentucky	KY	Baja California Sur	BS
Louisiana	LA	Campeche	CP
Maine	ME	Chiapas	CH
Maryland	MD	Chihuahua	CI
Massachusetts	MA	Coahuila	CU
Michigan	MI	Colima	CL
Minnesota	MN	Distrito Federal	DF
Mississippi	MS	Durango	DG
Missouri	MO	Guanajuato	GJ
Montana	MT	Guerrero	GR
Nebraska	NE	Hidalgo	HG
Nevada	NV	Jalisco	JA
New Hampshire	NH	Mexico	EM
New Jersey	NJ	Michoacan	MH
New Mexico	NM	Morelos	MR
New York	NY	Nayarit	NA
North Carolina	NC	Nuevo Leon	NL
North Dakota	ND	Oaxaca	OA
Ohio	OH	Puebla	PU
Oklahoma	OK	Queretaro	QA
Oregon	OR	Quintana Roo	QR
Pennsylvania	PA	San Luis Potosi	SL
Rhode Island	RI	Sinaloa	SI
South Carolina	SC	Sonora	SO
South Dakota	SD	Tabasco	TA
Tennessee	TN	Tamaulipas	TM
Texas	TX	Tlaxcala	TL
Utah	UT	Veracruz	VZ
Vermont	VT	Yucatan	YC
Virginia	VA	Zacatecas	ZT
Washington	WA		
West Virginia	WV		
Wisconsin	WI		
Wyoming	WY		

Appendix B - Trading Partner Agreement

Montana Department of Transportation

Fuel Tax Management & Analysis Bureau

PO Box 201001
Helena, MT 59620-1001
Phone: (406) - 444-7276
FAX: (406) - 444-6032
TTY: (406) - 444-7696

Trading Partner Agreement For Electronic Data Interchange (EDI)

This Agreement is entered into on _____, by and between the Montana Department of Transportation, Administration Division ("MDT") and _____. ("Taxpayer").

MDT and the Taxpayer wish to provide a means by which the taxpayer will file its Montana Motor Fuel Distributor's report by electronically transmitting data in substitution for conventional, paper-based document and to assure that such report is legally valid and enforceable. In order to achieve this goal, the parties agree as follows:

1. **Term and Amendments:** This agreement shall be effective on the date shown above and shall continue until terminated by either party. A party may terminate this agreement by giving thirty (30) days written notice to the other party or by the cancellation of their Motor Fuels Distributor License. This agreement may be amended at any time by executing a written addendum signed by both the Taxpayer and MDT.

2. **Standards:** The Taxpayer will electronically transmit report to MDT according to MDT standards and instructions that may be issued by MDT from time to time. MDT will provide these standards and instructions to the Taxpayer in a reasonable time frame in advance of due dates to allow compliance with filing requirements.

3. **Third Party Service Providers:** The Taxpayer may transmit returns electronically to MDT through a third-party service provider. The Taxpayer shall be responsible for the costs of any provider of services with which it contracts in this regard, unless otherwise agreed upon in writing by both parties. The Taxpayer or third party provider will transmit returns electronically to MDT through the Internet secure upload site provided by MDT.

4. **System Operations and Security Procedures:** The Taxpayer, at its own expense, shall provide and maintain the equipment, software, services and testing necessary for the Taxpayer to transmit the electronic reports. MDT, at its own expense, shall provide and maintain the equipment, software, services and testing necessary for MDT to receive the electronic reports. Each party shall use security procedures, which are reasonably sufficient to ensure that all transmissions of the reports are authorized and to protect its business records and data from improper access.

5. **Signatures:** The name of the Taxpayer's authorized agent, or the Taxpayer's identification number, when included as part of the report filed pursuant to this agreement, shall constitute the signature of the Taxpayer on the report as if such report were actually signed by the Taxpayer.

6. **Receipt of Transmission:** A report shall be deemed to have been filed with MDT when the report, in the stipulated format, is accessible to MDT in the EDI upload directory provided or entered through the web system provided by MDT and is sufficiently free of errors to identify the filer and provide the MDT required information. The receipt of the report must be on or before the due date.

7. **Acknowledgement of Transmission:** Upon receiving a successfully transmitted report from the taxpayer, MDT will transmit an acknowledgement in return within three (3) business days from receipt of the report. An acknowledgement will mean only that MDT has received the Taxpayer's transmission. An acknowledgement does not imply any findings by MDT about the correctness of the report. A transmission that is received by MDT but is not in the stipulated format will not constitute a valid report.

8. **Garbled Transmissions:** If any transmission is received in an unintelligible or garbled form and MDT cannot identify the Taxpayer, no acknowledgement can or will be made. The absence of an acknowledgement shall be treated as notice to the Taxpayer that the report was not received by MDT in the required format.

9. **Record Retention:** All fuel tax records must be retained for three years.

    1. **Admissibility of Returns/Reports as Evidence:** A verified copy of any report may be introduced in paper form as evidence in any judicial or administrative proceeding by either party to the same extent and under the same conditions as any other business record.

    2. **Payments:** Payments to MDT for tax amounts due for reports received under this agreement must be made to MDT by Electronic Funds Transfer (EFT) method, unless other prior arrangements have been made.

    3. **Governing Law:** This Agreement shall be governed by, and interpreted in accordance with the laws of the state of Montana.

    4. **Identifying Codes & Numbers:** To ensure proper identification of electronically transmitted reports, the parties will exchange the identifying qualifiers FEIN or SSN and account number. Any changed in these qualifiers will be communicated to the other party before any transmission using the new qualifier is sent. For accessing reports through the Internet, each electronic filer will receive an ID and password.

Taxpayer:

Print Name of Taxpayer or Authorized Agent

Signature of Taxpayer or Authorized Agent **Date**

MDT Agent:

Tracy Halubka, Program Specialist

Print Name of Authorized Agent

Signature of Authorized Agent **Date**

Appendix C - Electronic Funds Transfer (EFT) Agreement

Montana Department of Transportation
Fuel Tax Management & Analysis Bureau

PO Box 201001
Helena, MT 59620-1001
Phone: (406) 444-7672
FAX: (406) 444-6032
TTY: (406) 444-7696

Agreement for Electronic Funds Transfer (EFT)
Automated Clearing House (ACH) Debit Authorization

Company Name:

Company Address:

The Company hereby authorizes the Montana Department of Transportation (MDT) to collect payments for Motor Fuel Taxes and Montana Petroleum Storage Cleanup fees by EFT (ACH Debit). The Company certifies that it has selected the following depository financial institution and directs that all such electronic funds transfers be made as provided below.

Depository Institution Name:

Depository Institution Address:

Bank Routing Transit Number:

Company Account Number:

Company Tax ID Number:

Company EFT Contact:

Contact Phone Number:

Checking or Savings (*circle one*)

The Montana Department of Transportation will transfer funds from the company's account to the State of Montana's account on the 5th day after the 25th of the month in the amount owed to the Montana Department of Transportation for motor fuel taxes as stated by the company on their return or computed from details in an electronic filing.

The Company will give ten (10) days advance, written notice to the Montana Department of Transportation of any changes in the depository financial institution or request for other payment arrangements.

When properly executed, the authorization will become effective ten (10) days after its receipt by MDT.

Authorized Signature	Title	Date

"MDT attempts to provide reasonable accommodations for any known disability that may interfere with a person participating in any service, program, or activity of the department. Alternate accessible formats of this document will be provided upon request. For further information call (406)444-6331 or TTY 444-7696 or TTY (800)335-7592."

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